**Ability Shetland Picture Protocol**

**Ability Shetland** May take photographs at their clubs and events and may, at times use the services of commissioned photographers to create a visual record of the events that we hold and attend.

When having photos taken it is important that **Ability Shetland**

* Ensure consents are given that photographs of their child, young person or adult are permitted.
* Brief the chair/facilitator/leader of the event

The photographs taken may be used for any of the following *purposes:*

* Immediate publication in any of our documents
* Future publication in any of our documents
* Inclusion on **Ability Shetland’s** Facebook page and Website

If an external photographer is taking pictures (e.g. for the press), the representative of Ability Shetland at the event should ensure that the photographer is aware that there may be attendees who do not want to be identifiable in the event’s photographic record. The photographer’s agreement that s/he will take note of those people who specify they wish not to be included in photographs, should be sought, and that s/he will not take photographs that would contravene those people’s wishes.