****

**Photography Policy**

**PBSSS has a procedure relating to the taking and usage by the club of photographs of members for publicity purposes.**

**1)** Photographs taken within a swimming pool environment will be taken in line with that pools code of conduct relating to use of photography.

**2)** All members have the option to request that photographs are not taken of themselves and not used for publicity purposes, via the membership form, however such members must ensure that they remove themselves from the scene of team photographs, as this would preclude the team as a whole from being photographed.

**3)** A member of PBSSS, or a designated parent of a member, or our Club photographer will normally take photographs. Occasionally, images maybe taken by a member of the press, at the request of the club. These may be published in the local press.

**4)** Photographs may be taken by the above of any swimmers during training sessions and at away fixtures, both in and out of the water, in swimming costumes and tracksuits/outdoor clothing.

 **5)** Photographs will normally be taken by digital camera however we cannot guarantee that camera phones will not be used.

**6)** Photographs to be used in club publications and on the website will be vetted by two members of the PBSSS committee.

**7)** A confidential register of members who do not want their photographs taken will be kept on the online database – accessible via mobiles with the appropriate logins. Permission will be checked prior to phots being taken.

**8)** Every attempt will be made to ensure that appropriate images are taken and used correctly. However we cannot admit any liability for images taken either genuinely or covertly by other members of the public at training sessions and other fixtures.

**9)** We ask that if any parent/swimmer is concerned that someone they don’t know is using the session for photography purposes that they let either the coach in charge of the session or a committee member know immediately.