



# Kodokan Martial Arts Photography & Videography Policy

## 1. Introduction

Kodokan Martial Arts recognises the benefits of photography and videography in promoting our club, celebrating achievements, and documenting training sessions and events. However, we are also committed to safeguarding our members, particularly children and vulnerable individuals, and ensuring compliance with UK GDPR (General Data Protection Regulation) and data protection laws.

## 2. Scope

This policy applies to all members, instructors, staff, volunteers, spectators, parents/guardians, and external photographers capturing images or videos during any Kodokan Martial Arts activities.

## 3. Purpose of Photography & Videography

Photography and videography may be used by Kodokan Martial Arts for:

- Promotional material, including club websites and social media platforms.
- Educational and training purposes.
- News articles, local media, and sports publications.
- Club archives and historical records.

## 4. Consent & GDPR Compliance

Under UK GDPR, photographs and videos of individuals are considered personal data. As such, Kodokan Martial Arts will:

- Obtain written consent from individuals (or their parents/guardians if under 18) before capturing or using their images/videos.
- Ensure consent is recorded and securely stored.
- Allow individuals to withdraw their consent at any time by contacting [sensei.fredbateman@gmail.com](mailto:sensei.fredbateman@gmail.com).
- Ensure that photographs and videos are used in a responsible and appropriate manner.
- Not use images or videos for purposes other than those explicitly stated at the time of consent.

## 5. Club Photography & Videography Rules

To ensure safeguarding and compliance, Kodokan Martial Arts enforces the following rules:

- No Photography or videography during sessions unless authorised by the Club's Lead Instructor.

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- Any images or videos taken by instructors or staff must align with safeguarding best practices.
- Images must not be used inappropriately or manipulated to cause harm or embarrassment.
- Students will not be identified by full name without explicit additional consent.
- No photography or filming will be permitted in changing rooms or other private areas.
- Photography at competitions or events will follow the respective event organiser's policy.

## 6. Safeguarding Considerations

Kodokan Martial Arts takes safeguarding seriously and will:

- Ensure all instructors and staff understand safeguarding responsibilities regarding photography.
- Ensure any concerns about photography are reported immediately to the club's safeguarding officer.
- Respond swiftly to any complaints or issues regarding inappropriate image use.
- Protect the identities of children or vulnerable individuals who have opted out of photography.

## 7. Third-Party & Public Photography

If an external photographer or videographer is used (e.g., for promotional purposes), they must:

- Be vetted and approved by Kodokan Martial Arts.
- Sign an agreement confirming compliance with GDPR and safeguarding policies.
- Not use images/videos beyond the agreed purpose.

At public events, spectators may wish to take photos or videos. Kodokan Martial Arts will remind attendees to do so responsibly and in compliance with safeguarding policies. If any individual objects to being filmed or photographed, their request must be respected.

## 8. Handling Concerns & Complaints

If any member, parent, or guardian has concerns about photography or videography:

- They should raise their concerns with the club's safeguarding officer or the Club's Lead Instructor.
- If the concern relates to safeguarding, it should be reported immediately to the BMABA Safeguarding Team at **01798 306546** or [safeguarding@bmaba.org.uk](mailto:safeguarding@bmaba.org.uk).
- Any inappropriate or unauthorised use of images will be investigated, and action will be taken where necessary.

## 9. Image & Video Storage

All images and videos taken for club use will:

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- Be stored securely and only accessible by authorised personnel.
- Not be retained for longer than necessary.
- Be deleted upon request where consent has been withdrawn.

## 10. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practices.

**Approved by:** *Fred Bateman*

**Date:** 12/01/2026

**Next Review Date:** 12/01/2027

## Contact Information

For any concerns or queries regarding this policy, please contact [sensei.fredbateman@gmail.com](mailto:sensei.fredbateman@gmail.com).