

# Photographs (and other media) Consent Guidelines for Scout Groups

## When to use this consent form

A consent form should be used whenever the Scout Group intends to take or use **photographs, videos or any other media** of youth members during activities.

If your Scout Group already has their own consent form, we recommend reviewing it against the guidance below to ensure no important information is missing.

Examples include:

- Photos taken during Scout Group meetings or local Group run events that will be used for public purposes
- Images used on **social media, websites, newsletters, or promotional materials**
- Photos used to **celebrate activities, achievements, or community events**

Consent can be collected at the start of each Scouting year (or when a new youth member joins), and the Scout Group should remind individuals and parents/guardians throughout the year that they can withdraw their consent or opt out of media use at any time.

If photos or videos are going to be shared with a third party with a wider reach example a local newspaper or National Office, then **specific informed consent** should be obtained before sharing the images / videos etc.

Please note if you are only taking photographs and videos for internal sharing purposes then the legal basis for this processing can fall under legitimate interest, see the LIA guidelines for more information.

## What this pack includes

This pack contains the following documents:

- **Sample Photography Consent Form** – for parents/guardians to give permission for photos or videos of their child
- **Volunteer Guidance** – instructions on when and how to collect and manage consent
- **Privacy Information** – explaining how images will be used and stored

Using these templates ensures that the Scout Group collects consent **in a consistent and responsible way**.

## How to use it

1. **Create or review your own Scout Groups consent form:** Does the consent cover all bases in terms of how images and other media types are processed? Would the person who is giving consent have a full understanding of what is happening with the images etc?
2. **Share the consent form with parents/guardians** before at the start of the Scouting year, consent should be obtained at least once a year. You may also request it throughout the year if you feel a need to do so otherwise a reminder to parents / guardians on their right to withdraw consent or object to further processing is good practice too.
3. **Explain clearly how images may be used**, such as on social media or the Scout Groups website. Include the Privacy Notice along with the Consent form. Post the Privacy Information Notice somewhere visible in your Scout Den also.
4. Ask the parent/guardian to **complete, sign, and date the form.**
5. **Check that the permission options are clearly marked.**
6. **Store the completed form securely** paper forms should be stored in a locked filing cabinet with restricted access. Electronic forms should be securely stored in the Scout Groups document repository and again restricted access applied only. (Restricted access means only those who need to see the data can access the data)
7. **Respect the choices made**, do not photograph or publish images of any youth member without appropriate consent.

If a youth member does **not** have consent, volunteers must ensure they are **not included in photographs** that will be used publicly.

Or if a parent / guardian has opted out of photographs and videos taken for internal sharing purposes falling under legitimate interests then volunteers must ensure the youth members is not included in those photographs / videos either.

Remember if a youth member decides they don't want their photo / video shared then this should be respected regardless of what the parent / guardian has selected on the consent form.

The same applies if a youth member requests for a photo or video including them to be removed from the Scout Groups media or website then this should also be respected.

## Why collecting Consent is important

Collecting consent for photography helps to:

- **Respect the privacy and rights of young people and families**
- Ensure parents/guardians **understand how images may be used**
- Protect the Scout Group and volunteers by following **safeguarding and data protection requirements**
- Build **trust with families** by being transparent about image use

Obtaining consent also ensures that the Scout Group follows **good safeguarding practices**.

## What Consent must cover

The consent form should clearly explain:

- **What types of images may be taken** (photos or videos)
- **Where the images may be used**, such as:
  - Social media - call out the types Facebook, Instagram etc and the names i.e. 123 Scout Group Facebook
  - The Scout Groups website
  - Printed materials (posters, newsletters, reports)
- **How long the images may be kept**
- **How images will be stored and managed safely**

Parents/guardians should have **clear information about how images will be used before giving consent**.

Remember you can always reach out to Scouting Irelands Data Protection Officer ([dataprotection@scouts.ie](mailto:dataprotection@scouts.ie)) for support and guidance.

### Sample Consent form for Scout Groups processing photographs

Scout Group Name	
Contact Details (Email / Contact number of Scout Group)	
Contact Person (Name and Role)	

During Scout Group activities we may take photographs or short videos. These help us document activities, keep parents and guardians informed, and celebrate the achievements of our members.

Because some uses involve **public sharing**, we ask for parental/guardian consent for those specific purposes. Please see the **Privacy Information Notice** for more information in relation to the Scout Groups Collection and Processing of photographs and other media types.

Our processing of personal data is carried out in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

#### 1. Images used under Legitimate Interests

The Scout Group may take and share photographs of activities for the following purposes:

- Sharing updates with parents/guardians through private communication channels such as WhatsApp
- Sharing updates in **private or closed parent groups** on Facebook or similar platforms
- Sharing images internally with volunteers to help coordinate activities
- Keeping a limited record of the group's activities for historical purposes

The Scout Group relies on **legitimate interests** as the legal basis for these uses. Images are shared only with parents/guardians or volunteers involved in the group.

Parents/guardians may **object to this processing at any time** by contacting the Scout Group **[insert role]**.

## 2. Images that require your consent

We will only use images of your child for the following **public purposes if you give consent**.

Please tick your preference:

- I **consent** to photographs or videos of my child being used on the Scout Group's website.
- I **consent** to photographs or videos of my child being shared on the Scout group's social media pages.
- I **consent** to photographs or videos of my child being used in promotional or advertising materials relating to the youth group (e.g., posters, leaflets, newsletters). Prior notice will be given before this occurs.
- I **do not consent** to my child's image being used for public or promotional purposes.

These images may appear on platforms such as:

- The Scout Groups website [add in link to said website]
- Social media platforms including Facebook, Instagram, Tik Tok [Amend as appropriate and give name of the social media page(s)]

You may **withdraw this consent at any time**.

Childs Details	
Childs Name	
Date of Birth	

Parent / Guardian Details	
Name	
Relationship to Child	
Email	
Date of Consent	
Signature	

### Withdrawing Consent or Objecting

If you wish to withdraw consent or object to the use of your child's images, please contact:

**Email:** [Contact Email]

We will stop using images of your child for the relevant purposes and remove them where reasonably possible.