

## Filming and photography policy

The Geffrye Museum of the Home occasionally takes photographs/film of events and activities for the purposes of publicity, marketing and fundraising. These may be used both internally and externally and uses might include – but are not limited to – printed and online publicity, social media, press releases and funding applications.

If you have any queries about the guidelines set out below, please contact [press@geffrye-museum.org.uk](mailto:press@geffrye-museum.org.uk)

- The Geffrye Museum holds full copyright of the images/film and ownership is never granted to third parties.
- We alert people that photography or filming is taking place using prominently displayed signs and information cards. These explain how the images will be used and how to access our photography and filming policy for full details.
- Anyone not wishing to be photographed can let the photographer or a member of Geffrye staff know.
- We do not allow photographers unsupervised access to children.
- We obtain written consent from parents/guardians for images of young people under 18. At certain events, young people aged 16-18 can sign their own consent if unaccompanied by an adult.
- Under no circumstances are the full name or contact details of people under 18 included in the image caption or used in the public realm.
- Consent forms are stored and disposed of in line with GDPR. We never use them for any other purposes or pass on information from them to third parties.
- All images and films are stored securely and disposed of after a maximum of seven years.
- Consent can be revoked at any time without having to give a reason. Please email links or screenshots of the images you don't want used to [press@geffrye-museum.org.uk](mailto:press@geffrye-museum.org.uk) and we will do all we can to take remove them and not use them in the future.

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