



Media and Photography Policy

Designated Person:	Joanna L Rhodes (Chair of Trustees)
Reviewed by:	Board of Trustees and Director of the Tallis Choral Foundation: Reg: 1214841
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1. Statement of Commitment

The Tallis Choral Foundation (“the Foundation”) is a registered charity which recognises the importance of photography, audio and video recording in documenting, promoting and celebrating its artistic work.

This policy sets out:

- How photographs, audio and video recordings may be created and used
- The rights and responsibilities of performers and participants
- The protections in place for children and young people
- How concerns or objections can be raised

This policy applies to:

- Members
- Trustees and officers
- The Director of Music
- Volunteers and contractors
- Guest performers
- Children and young people taking part in Foundation activities
- Members of the public attending events

2. Scope of this Policy

This policy applies to:

- Photographs
- Video recordings
- Audio recordings
- Live streams
- Broadcasts
- Rehearsal recordings
- Promotional or archival material

Including content shared via:

- Websites
- Social media
- YouTube or similar platforms
- Streaming services
- CDs or digital recordings
- Promotional materials

This policy should be read alongside the following Foundation policies:

- Safeguarding and Child Protection Policy
- Child Performance Policy
- Antibullying and Harassment Policy
- Code of Conduct
- Whistleblowing Policy
- Health and Safety Policy

3. Consent to Recording and Publication

3.1 Adult Participants

By participating in rehearsals, performances or events organised by the Tallis Choral Foundation, adult participants:

- Consent to being photographed, filmed or recorded
- Grant the Foundation permission to use such recordings for:
 - Promotion
 - Marketing
 - Archiving
 - Educational purposes
 - Publication (including online and physical media)

This includes, but is not limited to:

- Websites
- Social media
- YouTube and similar platforms
- Audio streaming services
- CDs or digital recordings

No financial remuneration is implied or owed unless explicitly agreed in writing.

3.2 Children and Young People

Where children or young people under 18 are involved:

- Written parental consent must be obtained in advance
- Consent must be recorded using the Foundation's registration process
- Safeguarding procedures will be followed at all times
- Images or recordings will be used sensitively and appropriately
- Images will not be used in a way that identifies or places a child at risk
- Names will not be published alongside images unless explicitly agreed
- Images will be stored securely
- Safeguarding concerns will be acted upon immediately

No child will be photographed or recorded without appropriate consent. This policy operates in conjunction with the Safeguarding and Child Protection Policy and the Child Performance Policy.

4. Ownership and Use of Recordings

All recordings made by or on behalf of the Foundation remain the property of the Tallis Choral Foundation unless otherwise agreed in writing.

The Foundation may:

- Publish recordings for artistic, promotional or educational purposes
- Share recordings via digital platforms
- Sell recordings of performances (e.g. CDs or digital downloads)

The Foundation does not permit:

- Sale of photographs or recordings of Foundation activities by individuals for personal commercial gain

- Commercial exploitation of recordings without written permission
- Distribution of recordings that misrepresent the Foundation or its members

5. Photography and Recording by Audience Members

Audience members may take photographs or recordings for personal use only, unless otherwise stated.

The following are not permitted without prior written consent:

- Commercial use of photographs or recordings
- Recording of rehearsals
- Live streaming or broadcasting of performances
- Uploading full performances to online platforms

The Foundation reserves the right to:

- Request the removal of unauthorised recordings
- Ask individuals to cease recording
- Take action where content is shared inappropriately or commercially

6. Rehearsals and Private Events

Rehearsals and closed events are considered private.

- Recording or photographing rehearsals is not permitted without prior approval
- Any unauthorised recording may be requested to be deleted
- The Foundation may require removal of any material shared without consent

7. Withdrawal of Consent

Individuals may request the removal of images or recordings featuring them where:

- Consent was not given
- The material is being used inappropriately
- Safeguarding or welfare concerns arise

Requests should be made in writing to the Chair of Trustees.

The Foundation will act reasonably and promptly in considering such requests, though removal may not always be possible where content has been widely distributed or forms part of a published recording.

8. Intellectual Property

All material created by or on behalf of the Tallis Choral Foundation, including performances, recordings, photographs, written materials and digital content, is protected under the [Copyright, Designs and Patents Act 1988](#) and related UK and international legislation.

Unless agreed otherwise in writing, the Tallis Choral Foundation retains the rights to this material. It should not be copied, shared, published or used for public or commercial purposes without the Foundation's permission, including on websites or social media.

Where material is shared without consent, the Foundation may request its removal and take appropriate action in line with its policies.

9. Breaches of This Policy

Failure to comply with this policy may result in:

- Removal of content
- Restriction or removal from Foundation activities
- Action under the Code of Conduct
- Referral to external bodies where appropriate

10. Review and Monitoring

This policy will be:

- Reviewed annually
- Updated following any safeguarding incident
- Reviewed in line with changes to statutory guidance

Appendix 1

Photography and Recording Notice to be added to the programme/event description:

Photography, audio and video recording may take place at this event.

By attending a Tallis Choral Foundation performance or event, you consent to being photographed, filmed or recorded as part of the audience or performance. These images and recordings may be used by the Tallis Choral Foundation for promotional, archival and educational purposes, including on our website, social media platforms, and in printed or digital publications.

Recordings made by the Tallis Choral Foundation remain its property.
Unauthorised recording, live streaming, or commercial use of images or recordings is not permitted.

If you have any concerns or do not wish to be photographed or recorded, please speak to the Director of Music or a Trustee before the event begins.

Safeguarding arrangements are in place for children and young people in accordance with our Safeguarding Policy.

Ticket footer:

By attending this event, you consent to photography, audio and video recording which may be used by the Tallis Choral Foundation for promotional and archival purposes. Unauthorised recording or commercial use is not permitted. Please speak to a Trustee or the Director of Music if you have any concerns.

Intellectual Property Rights:

All intellectual property created by or on behalf of the Tallis Choral Foundation, including but not limited to musical arrangements, performances, recordings, photographs, video footage, programmes, branding, written materials and digital content, remains the property of the Tallis Choral Foundation unless otherwise agreed in writing. These rights are protected under UK copyright law and applicable international intellectual property legislation. No individual may reproduce, distribute, publish, adapt or exploit any such material for commercial or public use without the prior written consent of the Foundation. This applies equally to material shared in digital or physical form, and to content published online or via social media platforms. Unauthorised use may result in action being taken under the Foundation's policies and, where appropriate, through legal channels.