A logo for a sensory hive

AI-generated content may be incorrect.

**Video and Photo Policy**

**The Sensory Hive Ltd**

| **Date: 18/5/25** | **The Sensory Hive LTD** | **Address: Weyman Avenue, L35 2YW** |
| --- | --- | --- |
| **Review Date:**  **18/5/26** | **Ref: The Sensory Hive Video and Photo Policy** | **Assessor:   Hayley Peden** |
| **Amended on:**  **Review Date** | **New Ref/Version:** | **Signed:** |
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**1. Purpose**

This policy sets out how The Sensory Hive Ltd collects, uses, stores, and shares photographs and video recordings of individuals, including children and vulnerable persons, during its services, sessions, events, or activities. It ensures that all use of such media is lawful, ethical, and respects individuals’ rights to privacy and consent.

**2. Scope**

This policy applies to:

* All staff, volunteers, contractors, and visitors at The Sensory Hive Ltd.
* All forms of photography and video recording (digital, print, online).
* All individuals whose images may be captured (including children, parents, carers, and staff).

**3. Legal Framework**

The policy is guided by the following:

* UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018
* Children Act 1989
* Protection of Freedoms Act 2012

**4. Consent**

* **Explicit consent** must be obtained before taking or using any photographs or video recordings of individuals.
* Consent is gathered using the official **Video and Photo Consent Form**.
* For individuals under 18, **written consent from a parent or legal guardian** is required.
* Consent can be **withdrawn at any time** by contacting The Sensory Hive Ltd.

**5. Use of Photos and Videos**

Photos and videos may be used for:

* Promotional materials (e.g., brochures, posters)
* Social media posts (e.g., Facebook, Instagram)
* Company website and blog
* Press releases and media coverage
* Training and educational purposes

**No personal data (e.g., names) will be published** alongside images without further explicit permission.

**6. Storage and Retention**

* Images and videos will be stored securely on password-protected devices or encrypted cloud storage.
* Access is restricted to authorized personnel only.
* Media will be retained for a maximum of **5 years** unless consent is renewed or revoked earlier.
* Files will be securely deleted upon expiry of the retention period or withdrawal of consent.

**7. Safeguarding**

* Photographs and videos of children and vulnerable individuals will always be used sensitively and respectfully.
* The Sensory Hive Ltd will avoid taking or sharing images that could be seen as inappropriate or put individuals at risk.
* No unauthorized photography or filming is permitted on-site by visitors.

**8. Breaches and Complaints**

Any breach of this policy will be taken seriously and investigated promptly. Complaints or concerns should be directed to:

**Data Protection Lead:**  
Hayley Peden

[Hayley@thesensoryhove.co.uk](mailto:Hayley@thesensoryhove.co.uk)

07725 130794

**9. Policy Review**

This policy will be reviewed annually or sooner if legislation or business practices change.

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**VIDEO AND PHOTO CONSENT FORM**  
**The Sensory Hive Ltd**  
Registered Company Number:   
Address: Weyman Ave, Liverpool, L35 2YW

**Purpose of Consent:**

The Sensory Hive Ltd occasionally takes photographs and records videos of participants, staff, and visitors during activities, events, and sessions. These images may be used for marketing, promotional materials, social media, websites, training, or internal documentation. We seek your consent to use images and/or video footage where you or your child may be identifiable.

**Consent Details:**

**Name of Participant (or Child):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Birth (if under 18):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name of Parent/Guardian (if under 18):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick to confirm:**

☐ I give consent for photographs and videos to be taken of me / my child by The Sensory Hive Ltd.  
☐ I give consent for these photographs and videos to be used for:

☐ Website

☐ Social Media (e.g., Facebook, Instagram, TikTok)

☐ Printed materials (flyers, brochures, posters)

☐ Training purposes

☐ Press releases / Media articles

☐ I understand that I can withdraw my consent at any time by contacting The Sensory Hive Ltd.

**Signature of Participant / Parent / Guardian:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email / Phone (optional for withdrawal of consent):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

* All images and videos will be used respectfully and in accordance with data protection regulations (e.g., UK GDPR).
* No names will be published alongside images without explicit written permission.
* You may request access to or deletion of any media that features you or your child.