

- Seek advice where you are in doubt from the local authority's duty line.
- Always record the reasons for your decision - whether it is to share information or not.

J.

Storing Information

JEM has access to personal information about children and young people through our Youth Services programmes. The following guidelines should be followed when storing this information:

- No personal data about any young person should be stored publicly.
- Information should be stored confidentially and only those who need to access the information for their work should have access.
- Personal data about children and young people should not be left on your desk when you are out of the office.
- Personal data about children and young people should not be kept for any longer than it is needed and should be disposed of responsibly.
- Under the Freedom of Information Act young people have the right at any time to view any information we hold about them by requesting to view it.
- Mobile phones containing young people's phone numbers must be locked and password protected.

K.

Photography and Filming

If **JEM** wants to use photographs or films of children and young people in any external or internal materials, the following guidelines should be followed:

- Staff must be able to explain clearly to young people how and where their images will be used before the photographs or film are taken. This means that young people must have a genuine and full understanding of where it will appear.
- Individuals must give consent using the JEM Image Consent Form – see Appendix 1.
- Consent must be given in order to use the person's real name attached the photograph or video.
- Consent of the individual must be sought for people over 18.
- If the individual is under 18 the consent must be sought from them as well as a parent, guardian or carer before taking and using photographs or video if the person is under 18.
- Photographs or video should never be taken of young people in one-to-one situations.
- With regard to young people under 18, consent will mean that the photography and/or video can be used for up to two years without confirmation of continued consent being sought.

In exceptional cases, a child aged 16 or 17 may be able to give consent to partaking in photography or filming without seeking additional consent from a parent, carer or guardian.