



RIFCOM PICTURE POLICY

All RifCom volunteers, associates and those working under the brand of RifCom must be made aware of this photo policy before going out into the field and must act within the rules of RifCom photo policy at all times.

This photo policy applies to staff working for RifCom and individuals making posts on their own social media accounts, or taking images for their own purposes. **No consent = no image.** Any image published without consent must be removed immediately.

Due to our code of conduct NO PICTURES can be taken INSIDE SCHOOLS by volunteers or associates. Only photos pre-approved by local teaching staff can be uploaded to the project WhatsApp group.

“Don’t make anyone the face of destitution” Alex, Media Coordinator for ‘Help Refugees’.

The most important thing to remember is to not use an image of someone which makes them dehumanized, laughable, or disgraced. We care about the refugees, migrants, asylum-seekers and members of vulnerable populations we serve. If unsure, think about the images from their perspective. If it were you, would you be okay with this image being taken? When writing content, ask yourself if you would be okay with being connected to the caption that has been written.

For those of or over 14 years old: photography and videography created under the brand of RifCom must be taken and used under the agreement of informed consent (verbal agreement).

For those of or under 13 years old: photography and videography created under the brand of RifCom must be taken and used under the agreement of written consent (signed agreement) signed by a parent, guardian or care-giver.

The subject of the image must be spoken to clearly and in a language which they understand, to limit the possibility of confusion and misunderstanding regarding consent. A translator will likely be needed for this. The subject of the image must be aware of the context the image is being taken in, as well as the purposes (where the photograph or video is going to be used) and understand that the images will be used to represent the brand of RifCom.

If the images are to be used by a third-party or external organization or individual, the subject(s) of the images should be made aware. If the subject is informed of all aspects regarding the taking of the images and gives their consent that the image may be taken and used, then the individual taking the image may proceed.

The subject of the image must be asked before the taking of any images. Also be aware that taking images of the same subject in a completely different context should require the image taker to agree upon informed consent with the individual, especially if the location the image will be displayed or posted had changed.



In the case of retraction: In the case that, after the taking of an image, the subject(s) change their mind about their verbal or written agreement to be in such images, it is the moral responsibility of the image taker to respect the wishes and rights of the subject of the image. RifCom should never use a subject's image without their permission. If the image has already been published (for example on social media) the person responsible should remove the image from publication in order to respect the wishes of the subject of the image.

ADVICE REGARDING THE TAKING OF IMAGES WHERE THE SUBJECT IS A MEMBER OF A VULNERABLE POPULATION.

Are you... taking images without faces and therefore without express consent?

If yes, ask for general permission from the room at large and if the room agrees to the image, go ahead. Be sure not to represent the full likeness of an individual without their consent to external sources. If you do not have informed consent or written consent, you should not use the image of someone's face.

Are you... taking images with faces and with express consent?

If yes, make sure you explain to the subject(s) of the image(s) what they will be used for, why you are taking them, that they are going to be used by RifCom (and partner organisations?) on ... website ... social media ... press releases ... donor reports ... fundraisers ... presentations ... articles ... film festivals ... before you take images it's good to think about what you'll use them for.

If the subject(s) of the image(s) agree, you should be prepared with written forms for those who are aged 13 and under and get them signed. If someone does not or cannot get their form signed by a parent, guardian or caregiver before the due publication of images, their image may not be used.

When taking images:

- Don't get too much in someone's face, you don't want to make people feel uncomfortable.
- Be aware of people in the background: did they all give consent?
- In the clinical setting never ask for permission to take the picture before the treatment commences. The beneficiaries may fear that unless they give consent, they will not receive fair treatment.
- There is a possibility that you are taking images of people in a vulnerable state (eg. at the dentists). If someone is worried or nervous, it is not a good idea to be taking photographs of them.
- Generally, children like to be photographed, but be aware that you have a responsibility to represent them justly and fairly.

Cultural awareness:

- It is rude in Muslim culture to show the image of a woman lying down: it implies exposure.
- It is also best to avoid photographs of men-men, women-women, or men-women holding hands or being very close with each other in a way which might be interpreted as sexual or "more than friends".



I, _____
(name, surname)

herby consent to the use of my image by RifCom in the location of

(location of image taking)

and agree for it to be used under the brand of and/or in publications regarding the RifCom.

I declare that I am not a minor and have the full right to make this declaration of consent. In the event that I am a minor, this declaration of consent will be completed by my parent, guardian or caregiver.

I understand that I will not be entitled to receive any payment for the use of my image.

I agree that the RifCom and, when appropriate, partner organisations may use my image under the brand of the RifCom. I am aware that my image may be posted on the internet or used in different countries other than the current location.

Notes (in case of any additional comments)

Signature:

Name:

Date: