

## AR05 - Photographs Policy and Procedure

### Purpose

- To comply with privacy standards.

### Scope

- All workers.

### Policy

- Photographs of individuals may only be taken for specified purposes, with the subject's written consent, and by a person authorised to do so by the Registered Manager.
- Photographs will be stored in a manner which does not allow them to be accessed by unauthorised persons, or for unauthorised purposes.

### Procedure

#### Photographs of Service Users

- May normally only be taken for the purposes of:
  - Placing on a Care Plan or medications administration sheet in order to identify definitively the Service User. The photograph for this purpose will be only of the Service User's face.
  - Placing in a Care Plan to provide definitive proof of the appearance, size or other characteristics of a wound or skin lesion. The photograph for this purpose will be only of the area referred to, with any appropriate scales to indicate size.
- Photographs of Service Users in any other context, such as a social setting or occasion, will be as far as possible taken to avoid identification of individuals and, where they can be identified, the photograph will only be taken with the specific written approval by each identifiable person of each photograph and according to the context in which it will be used. In the case of clearly large-scale social functions, the global authorisation on the attached form may be used.

#### Photographs of Employees

- May only be taken for the purpose of placing on a personnel file, or identifying badge, and may only be of the face.

#### Storage of Photographs

- Following printing or other use of an authorised photograph, the original will be stored in a secure facility accessible to authorised persons only. This may include password-protected media in the case of digital photographs, and locked filing in the case of printed photographs.

**AR05 - Photographs Policy and Procedure****Consent to take photograph(s)**

<b>Photograph(s)</b>			
<b>Date:</b>	<b>Purpose of photograph, taken by (name):</b>	<b>Number of photographs:</b>	<b>Signature, taken by:</b>
Consent signature:		Date (signed):	
<b>Photograph(s) of employees</b>			
<b>Date:</b>	<b>Purpose of photograph, taken by (name):</b>	<b>Number of photographs:</b>	<b>Signature, taken by:</b>
Consent signature (employee):		Date (signed):	
<b>Photograph(s) of large social function</b>			
<b>Date:</b>	<b>Purpose of photograph, taken by (name):</b>	<b>Number of photographs:</b>	<b>Signature, taken by:</b>
	<b>Instructions:</b> <ul style="list-style-type: none"> <li>  Announce to all present that a photograph is to be taken, and ask for any objections to be voiced.</li> <li>  If any objections arise, request objectors move out of shot, or do not take photograph.</li> <li>  Sign below to confirm that the photographs are taken in accordance with these instructions.</li> </ul>		

**Key Lines of Enquiry Table**

<b>Key Line of Enquiry</b>	<b>Primary</b>	<b>Supporting</b>	<b>Mandatory</b>
R.S2 - How are risks to individuals and the service managed so that people are protected and their freedom is supported and respected?		✓	✓

**Note: All QCS Policies are reviewed annually, more frequently, or as necessary.**