

# MOATFIELD SURGERY

## PHOTOGRAPHY POLICY

### PURPOSE

This policy describes when photographs, videos or other electronic recordings are permitted to be taken by staff members, patients, visitors, volunteers or media and when such photographs can be taken and used.

The word 'photograph' during this policy applies to all the above methods of data capture.

### POLICY

Whilst on Moatfield Surgery premises, the above individuals shall not be allowed to take photographs of other patients, visitors, staff members or clinicians without that individuals consent. This includes all areas of Moatfield Surgery including the waiting room, consulting rooms and outdoor areas.

Consent must be obtained by the individual being photographed prior to the photograph being taken.

If consent is given by an individual to be photographed during a consultation or procedure they have the right to revoke this consent immediately after conclusion of the photograph should they want.

If the individual does not consent to having their photograph taken then the person taking the photograph shall only photograph the subject so long as there are no identifying features of the non-consenting individual within the photograph.

In the event that an individual takes a photograph in violation of this policy then a staff member should instruct the individual to immediately stop taking the photograph. If the individual refuses then management should be contacted. The individual will be asked to destroy/remove any photographs taken.

Any individual giving consent to be photographed does so with the awareness that any photograph may be used in the public domain and possible sites such as Facebook.