



Greater Manchester Fencing C.I.C.

Directors

Richard Lloyd-Jones, Mary Cohen, Margaret Lloyd-Jones and Richard Moir

### **Media Policy**

The following outlines the use of media (including both photograph and video format) within GMF

- The club may use media of fencers for promoting the club via printed publications, the club website, and the club social media pages (including Facebook and Instagram).
- Consent is gathered from all fencers regardless of age and where the fencer is under 18 years of age at the time of joining the club consent is also given by a parent/guardian.

Q. How will you store the media?

Media is stored on our club google drive (known as 'G-Drive') which is encrypted and has a secure password. The drive is only accessible by Richard Lloyd-Jones (Head Coach), Aimee Follows and Margaret Lloyd-Jones (admin and social media team).

Q. How long will you store the media for?

The media is stored for 12 months and then deleted from our drive. It is not deleted from past social media posts. In August 2020 we will delete all media stored in August 2019, in September 2020 we will delete all media from September 2019 etc.

Q. Can I have copies of the media that I am in/my child is in?

Yes. If you request this via email ([GMFenquiries@gmail.com](mailto:GMFenquiries@gmail.com)) we will send you all media, up to the date of the date requested, within 28 days. This is so that we can take the time to ensure that media that features other fencers give their consent to us passing this media across to you. The media will be sent through an email to the address the initial request was made. The file will be password protected with the password sent in a separate email for security reasons.

If for any reason where the media features another fencer, and that fencer does not consent to us sharing this with you we will email you to let you know that there is some media we are not able to share with you.

Q. If I ask for my media to be deleted is it deleted from social media and other places where I gave consent for it to be used?

If prior consent was given, then we will not be deleting prior use of media. Exceptions may be made however we ask that this is discussed with us on a case by case basis. Please contact us at [GMFenquiries@gmail.com](mailto:GMFenquiries@gmail.com) if this is the case.

Q. Will I be in any media 'by accident'?

This term, 'by accident', refers to when fencers may be in a photograph either in the background or as a group shot. They would only be in this if there was no identifiable feature visible such as name on their jacket, and they were wearing their mask.