

DPIA Use of Photographs



Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

Photographs are to be captured by the staff as they represent the OPCC/Violence Prevention Partnership in the community. This will include photographs of people, taken at official events. Some of these photographs will be published in the OPCC or VPP Annual Reports which are public documents. DPIA required due to the possibility of photographs of vulnerable people such as children. Where, for example, reformed ex-offenders are photographed this might constitute special category personal data. It is possible that even uncaptioned photographs could be linked to an identifiable living person through the use of technology or with reference to information elsewhere such as the details of the location or group the photograph represents.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

The photographs will be captured using mobile phones at events or interventions. They will be captured for the purpose of illustrating the annual reports, Police and Crime Plan, OPCC/VPP website and possibly other publications and may therefore be shared widely. They may also be shared on official social media platforms.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The data could be used to extrapolate special category personal data such as criminal history. Even if names are not added as captions it is potentially possible to use automated systems that are freely available to identify people. There will be dozens of photographs, although not all are being used. No retention period has yet been agreed. Most photographs will be of residents of the Humberside area.

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

The individuals will be coming into contact with the OPCC or VPP as part of community engagement activities. Young people are asked in advance whether they would like to take part in the filming/photography at the event, they are advised that they may choose not to take part in this element and can withdraw consent at any time during or after images have been taken. Children and vulnerable groups could be involved, and they may be at Youth clubs or similar groups where their parents are not present to give consent directly.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

The purpose is to illustrate official reports and to share good news about engagement with our local communities. This will increase public confidence and trust in the Office of the Police and Crime Commissioner and help the public understand how they are represented through the PCC. It will also raise awareness of the VPP.

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts? Have you considered data ethics implications?

Individuals' views cannot be taken as it is not possible to establish a precise cohort that may be involved. The DPO OPCC CEO and VPP Director need to agree on the rules.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

Although there is a public interest in sharing the activities of the OPCC and VPP, the advice of the OPCC DPO is that the lawful basis for processing this data must be consent. My advice is that:

- The verbal or written consent of individuals or group leaders to take photographs must be obtained, along with their contact details.
- Data must be stored in a filing system that allows for the contact details of the person/s in the photograph to be indexed with each image.
- Further consent should be sought before publishing a person's image, and they must be aware whether this will form a printed document or on the open internet and whether the document is for internal use by Criminal Justice Partners or open to the public.
- It must be made clear that even if they withdraw consent the documents containing their image may not be able to be fully withdrawn.
- They must have the right to refuse consent and once the relevant report has been completed, all unused photographs recorded for that purpose must be securely disposed of or the individuals contacted for consent to store them for possible future use.

To exercise this responsibility I will provide training to the Communications Officers for the VPP and OPCC on the agreed process.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm Remote, possible or probable	Severity of harm Minimal, significant or severe	Overall risk Low, medium or high
Data breach – loss or theft of device containing photographs	Possible	Significant	Medium
Usage of photographs that person does not agree with and they cannot then be effectively withdrawn (e.g. as published on internet or permanently retained hard copy document)	Possible	Severe	High
Evidence of consent and image become separated or contact details are lost altogether	Possible	Significant	Medium
Images of children or vulnerable people are taken when someone capable of giving consent is not present (such as a parent or carer)	Possible	Significant	High

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk Eliminated reduced accepted	Residual risk Low medium high	Measure approved Yes/no
Data breach – loss or theft of device containing photographs	Only use force-issued secure password protected and encrypted devices to take and store photographs	Reduced	Low	Yes
Usage of photographs that person does not agree with and they cannot then be effectively withdrawn (e.g. as published on internet or permanently retained hard copy document)	Record details of people on photograph – or a representative of the group – and seek their consent to take the photograph. Before reusing a photograph, ensure that consent for that specific publication is obtained. Delete all unused photographs after the publication of the report/website content to ensure they are not used without authorization	Reduced	Low	Yes

	Seek consent for photographs to be stored for potential future use.			
Evidence of consent and image become separated or contact details are lost altogether	Delete image(s): do not use them	Eliminated	Low	Yes
Images of children or vulnerable people are taken when someone capable of giving consent is not present (such as a parent or carer)	Take and record provisional consent of group leader if part of an organised group. When asking for consent, make clear that the individual consent of an appropriate adult for each person in the photograph must be sought and recorded. If any person in the photograph refuses consent then do not use the image.	Reduced	Medium	Yes

Step 7: Sign off and record outcomes

Item	Name/date	Notes
Measures approved by:	Rachel Cook	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	N/A	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	Mike Richmond 17/5/24	DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice: Record consent and check before using any photographs. Take special care around children and vulnerable people who may not be able to give informed consent for their photographs to be shared.		
DPO advice accepted or overruled by:	Rachel Cook 05/06/24	If overruled, you must explain your reasons
Comments: Accept the recommendations and think we can also seek to reduce risk by limiting the extent to which we directly capture photographs by wherever possible requesting contract / grant holders to take images and provide them to us where they have processes in place to ensure consent has been gained and share images with us as part of their contract / grant agreement. We should review all grant / contract agreements to ensure appropriate wording is included on importance of ensuring consent for any images transferred to us and how we plan to use them etc as per our consent form information.		

Consultation responses reviewed by:	N/A	If your decision departs from individuals' views, you must explain your reasons
Comments: N/A		
This DPIA will kept under review by:	Communications Officers	The DPO should also review ongoing compliance with DPIA

Reviewed August 2020 (MR) no changes

Reviewed June 2021 (MR) no changes

Reviewed June 2022 (MR) no changes

Reviewed June 2023 (MR) no changes

Updated May 2024 (MR) – added VPP to use case, included template consent form

Updated February 2025 (MR) – Updated VPP form

Reviewed January 2026 (HW) - added awareness of VPP as benefit of processing



Project brief:

[EXAMPLE TEXT] These photos will be used to promote the 'Mentors in Violence Prevention Training' programme for young people.

The images may be shared on social media, e-newsletters and on web-based platforms (e.g.: the website for the Humber Violence Prevention Partnership and Office of the Police and Crime Commissioner for Humberside).

Photograph and video privacy notice and consent form

Privacy notice

Introduction

At the Humber Violence Prevention Partnership (HVPP) where we are planning to use an image (photograph or video) for information or promotional purposes, consent is always obtained.

We are committed to ensuring that photographs and videos are protected in accordance with data protection laws and used in line with your expectations.

This privacy notice and consent form explains why we are seeking your consent, how we use it, your right to withdraw consent over your images (photographs and video) and the procedures we have in place to protect them.

When we refer to "we", "us" or "our", we mean the Humber Violence Prevention Partnership (HVPP) which is managed by the Office of the Police and Crime Commissioner for Humberside.



The Office of the Police and Crime Commissioner for Humberside is registered with the Information Commissioner as a data controller. Our registration number is ZB373325. The registered address is The Lawns, Harland Way, Cottingham, East Riding of Yorkshire HU16 5SN.

What personal information would we like to collect and how will it be used?

With your consent we would like to take photographs and videos of you to use on our

Humber Violence Prevention Partnership (Humber VPP)

The Lawns, Harland Way, Cottingham, East Yorkshire HU16 5SN

E: info@humbervpp.org T: 01234 567890   @humbervpp

 humbervpp.org

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social media platforms (including our website) in order to promote the work of HVPP. The images will be available to be viewed by the general public.

What is the legal basis for collecting it? Your explicit consent is required for us to obtain and use images (photographs and video) of you.

Who we share the images with? We may share this information with third parties – for example by providing photographs to news outlets or posting them on social media. If you object to this potential usage, then you must notify us at your earliest opportunity.

It can be extremely difficult or even impossible to remove a photograph/video from the internet or a hard-copy published document.

We will not include your full name against any of the images taken (unless you have consented to us doing so).

How do we protect your images? We take the security of your images seriously. We have internal policies and strict controls in place to try to ensure that the original digital images are not lost, misused and to prevent unauthorised access.

Where do we store your images? All of the original digital images/videos taken by us are stored on secure computer systems or secure electronic devices located in the UK.

How long do we retain your data? We retain your images to be used on our social media platforms for as long as it is necessary.

Your rights with respect to your images/videos

As a data subject, you have a number of rights. You can:

- Withdraw your consent at any time;
- Request that we delete the images/videos of you or your child; and
- Request that we send you a digital copy of the images/videos;

If you wish to exercise any of these rights at any time, please email: PCC@humberside.pnn.police.uk or by post to our registered address.

Complaints

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The ICO can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or via this website: <https://ico.org.uk/>.

Last updated January 2025



Project brief:

[EXAMPLE TEXT] These photos will be used to promote the 'Mentors in Violence Prevention Training' programme for young people.

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Last updated January 2025

Photograph and video consent form

Annex 1. Photograph and video consent form

Consent form

We will not permit photographs, video or other images of young people to be taken without consent. If the young person is under 16, consent must be obtained from a parent / carer.

The Humber Violence Prevention Partnership will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

The Office of the Humberside Police and Crime Commissioner is a transparent organisation and complies with Data Protection Regulations. More information about the personal data we process, our purpose and lawful basis for doing so and who we share it with can be found in our Privacy Notice: <https://www.humberside-pcc.gov.uk/Privacy-Notice.aspx>

Declaration of consent – Person aged 16 or over

By signing this form, I am consenting to:

- Being photographed and/or filmed/recorded.
- Any images/video/recordings captured of me or my organisation to be used for promotional purposes by the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside in any future promotional materials.
- Any images/video/recordings captured of me or my organisation to be edited, altered, copied, or distributed by the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside in any future promotional materials for any future promotional purposes.
- Any images/video/recordings captured of me or my organisation to be used on the Humber Violence Prevention Partnerships/Office of the Police and Crime Commissioner for Humberside's Facebook, X, LinkedIn, Instagram and any other social media/web-based platform.
- Any images/video/recordings captured of me or my organisation for the purpose of the project belongs to the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside.

By signing this form, I acknowledge that:

My participation in this project is voluntary and that I will not receive any payment in exchange for my contributions.

I have read, or been made aware of, how these images or videos will be stored within the organisation.

Signature		Today's date	
Email		Contact No.	

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Name		Age	
Declaration of consent – parent / carer of child under 16			
<p>By signing this form, I am consenting to my child:</p> <ul style="list-style-type: none"> • Being photographed and/or filmed/recorded. • Any images/video/recordings captured of my child to be used for promotional purposes by the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside in any future promotional materials. • Any images/video/recordings captured of my child to be edited, altered, copied, or distributed by the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside in any future promotional materials for any future promotional purposes. • Any images/video/recordings captured of my child to be used on the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside's Facebook, X, LinkedIn, Instagram and any other social media/web-based platform. • Any images/video/recordings captured of my child for the purpose of the project belongs to the Humber Violence Prevention Partnership/Office of the Police and Crime Commissioner for Humberside. <p>By signing this form, I acknowledge that:</p> <ul style="list-style-type: none"> • My child's participation in this project is voluntary and that I/they will not receive any payment in exchange for my contributions. • I have read, or been made aware of, how these images or videos will be stored within the organisation. 			
Signature		Today's date	
Print name			
Contact No.			
Relationship to the Young Person			

For Office Use Only

Image Ref. No.

Date images to be securely deleted

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What personal information would we like to collect and how will it be used?

With your consent we would like to take photographs and videos of you to use on our social media platforms (including our website) in order to promote the work of the OPCC. The images will be available to be viewed by the general public.

What is the legal basis for collecting it? Your explicit consent is required for us to obtain and use images (photographs and video) of you.

Who we share the images with? We may share this information with third parties – for example by providing photographs to news outlets or posting them on social media.

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- Request that we delete the images of you or your child; and
- Request that we send you a digital copy of the images;

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Photograph and video consent form

Consent form

The images (photographs and video) will only be used by the Office of the Police and Crime Commissioner for Humberside (OPCC) for use on their website and social media.

Name:

Consent:

I understand that there will be no payment for providing consent to use my images.

I consent for my images to be used for the following purposes.

Please tick the boxes where you wish to give your consent to the OPCC using your images.

For use on OPCC social media platforms (Twitter, Facebook, Instagram, LinkedIn, TikTok) ☐ yes ☐ no

For use on Humber OPCC website ☐ yes ☐ no

For use on OPCC public documents (e.g. annual report) ☐ yes ☐ no

For my name to be stated when the images are uploaded ☐ yes ☐ no

Signature:

Date:

For office use

Image reference no.

Date images to be securely deleted: