



PHOTOGRAPHY & VIDEO IMAGES *Policy*



**BANBURY
MADNI MASJID**

ABU HASSAN HANIF

SAFE GUARDING LEAD



**BANBURY
MAKKAH MASJID**

BASHARAT HUSSAIN

JOINT DEPUTY



YASMIN KADUJI

ADMIN



**BANBURY
AL'AQSA SPIRITUAL CENTRE**

HAJI JAVID MALIK

DEPUTY LEAD

Contact No: **01295 276662**

Email: Banburymosque@yahoo.com

Merton St, Banbury OX164RX, United Kingdom





PHOTOGRAPHY AND VIDEO IMAGES

Purpose

Banbury Madni Masjid ("the Masjid") recognises that photographs, video recordings, and live streams may be taken during its activities for legitimate charitable, educational, religious, and community purposes. This policy sets out how the Masjid collects, uses, stores, and protects images of individuals in compliance with UK GDPR, the Data Protection Act 2018, ICO guidance, and UK safeguarding best practice.

The Masjid is committed to respecting the dignity, privacy, and modesty of all individuals, in accordance with Islamic values and legal obligations. This policy ensures that image capture and use are conducted responsibly, transparently, and with appropriate safeguards, particularly for children and vulnerable adults.

Scope

This policy applies to all photography, video recording, and live streaming activities undertaken by or on behalf of Banbury Madni Masjid, including but not limited to:



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- * Mosque prayers and religious gatherings
- * Madrassah classes and educational programmes
- * Community events and social activities
- * Charity fundraising events and campaigns
- * Awareness initiatives and outreach programmes
- * Official communications and publications

This policy applies to trustees, staff, volunteers, teachers, event organisers, contractors, and any other individuals authorised to take or manage photographs or videos on behalf of the Masjid. It covers images captured in physical formats (prints) and digital formats (files, online platforms).

Lawful Basis for Processing

Under UK GDPR, the processing of personal data contained in photographs and videos must have a lawful basis. The Masjid relies on the following bases where applicable:



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Legitimate Interests

The Masjid has a legitimate interest in capturing and using images for:

- * Documenting religious, educational, and community activities
- * Promoting the Masjid's charitable objectives and services
- * Maintaining internal records and historical archives
- * Ensuring security and safeguarding where appropriate

This basis is used where the impact on individual privacy is minimal, expectations of photography are reasonable, and appropriate safeguards are in place.

Consent

- * Images are used for promotional purposes beyond routine documentation (e.g., featured prominently in marketing materials)
- * Close-up or identifiable images of individuals are published on public platforms
- * Images of children or vulnerable adults are used for external communications
- * Live streaming of events where individuals may be clearly identifiable



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Consent must be freely given, specific, informed, and unambiguous. Individuals may withdraw consent at any time.

Consent

In limited circumstances, images may be processed where required by law or in the public interest, such as for safeguarding investigations or regulatory compliance.

Types of Images Collected

The Masjid may collect the following types of images:

- * **Photographs:** Still images captured at events, classes, prayers, or community activities
- * **Video Recordings:** Recorded footage of lectures, events, ceremonies, or educational sessions
- * **Live Streaming:** Real-time broadcast of prayers, sermons, or events via online platforms
- * **Event Photography:** Professional or volunteer photography at specific occasions



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* **Event Photography:** Professional or volunteer photography at specific occasions

Images may depict individuals individually, in groups, or as part of wider scenes. The level of identifiability varies depending on context, angle, and purpose.

When Images May Be Taken

Images may be captured during legitimate Masjid activities, including:

- * Jummah prayers and daily congregational prayers
- * Religious festivals and special occasions (e.g., Eid celebrations)
- * Madrassah classes, Quran lessons, and Islamic studies programmes
- * Educational workshops, seminars, and training sessions
- * Community gatherings, social events, and family activities
- * Charity fundraising events, appeals, and awareness campaigns
- * Outreach programmes and interfaith activities
- * Official visits and inspections



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Images will not be taken in private areas where individuals have a reasonable expectation of privacy, such as changing facilities or designated quiet spaces, unless explicitly required for safeguarding or security purposes and in accordance with separate policies.

Use of Images

Images collected by the Masjid may be used for legitimate organisational purposes, including:

- * **Website:** Posting on the Masjid's official website for informational and promotional purposes
- * **Social Media:** Sharing on official social media channels to engage the community and promote activities
- * **Newsletters:** Including in printed or electronic newsletters distributed to members and supporters
- * **Annual Reports:** Featuring in annual reports and financial statements to demonstrate charitable activities
- * **Educational Materials:** Using in teaching resources, presentations, and learning materials
- * **Promotional Publications:** Including in brochures, flyers, posters, and other marketing materials



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- * **Internal Records:** Retaining for archival, historical, or administrative purposes
- * **Charity Communications:** Sharing with donors, partners, and stakeholders to report on impact and activities

Images will only be used in ways that are consistent with the purpose for which they were collected and the consent obtained. The Masjid will not sell, license, or commercially exploit images of individuals without explicit permission.

Storage and Security

The Masjid ensures that all images are stored securely and protected against unauthorised access, loss, or misuse.

Secure Storage

- * Digital images are stored on password-protected devices or secure cloud storage systems with encryption where possible
- * Physical photographs are kept in locked cabinets or secure offices with restricted access



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Access Controls

- * Only trustees, designated staff, and authorised volunteers may access, edit, or distribute images
- * User accounts and permissions are reviewed regularly and revoked when no longer needed
- * Third-party service providers (e.g., website developers, printers) are bound by confidentiality agreements and data processing contracts

Retention Periods

- * Images are retained only for as long as necessary to fulfil the purpose for which they were collected
- * Routine event photographs may be retained for up to [insert number, e.g., 5] years for archival and reporting purposes
- * Images used for promotional purposes are reviewed periodically and removed when no longer relevant or if consent is withdrawn
- * Images related to safeguarding incidents are retained in accordance with the Safeguarding Policy and legal requirements



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Disposal

- * Digital images are permanently deleted from devices and servers when no longer required
- * Physical photographs are shredded or destroyed securely when no longer needed

Monitoring and Review

Compliance with this Photography and Video Images Policy is monitored by the Trustees and the designated Data Protection Lead. Regular checks are conducted to ensure that image capture, storage, and use practices align with this policy and legal requirements.

The effectiveness of this policy is reviewed at least annually, or more frequently if required. Reviews consider:

- * Changes in UK GDPR legislation or ICO guidance
- * Updates to safeguarding best practice and Charity Commission expectations
- * Feedback from community members, staff, and volunteers



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PHOTOGRAPHY AND VIDEO IMAGES LAST UPDATED: JULY 2026

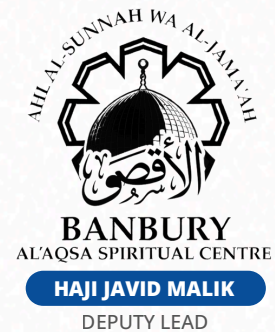
- * Incidents or breaches relating to image misuse
- * Technological developments affecting image capture and storage

Any breaches of this policy, including unauthorised image capture, inappropriate use, or insecure storage, will be investigated promptly. Disciplinary action may be taken against individuals who violate this policy, and serious breaches will be reported to the ICO where required by law.

Contact Details

For more information on Photography and Video Images at Banbury Madni Masjid or to report a concern, please contact:

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