

Principles for Protection of Children's Images

at the Foundation for the International Youth Meeting Center in Oświęcim

The Foundation's staff is guided by the principle that all these activities must take into account the welfare of the child and be undertaken in the child's best interest. The staff treats each child with respect and takes into account their needs. The Foundation ensures the highest standards of protection of children's personal data in accordance with applicable laws. The Foundation, recognizing the child's right to privacy and the protection of personal rights, ensures the protection of the child's image.

Procedures for protecting children's images include:

1. Obtaining written consent from parents/legal guardians and verbal consent from children before taking and publishing a photo/recording
2. Explaining the purpose of the photos/videos, how they will be stored, and the potential risks associated with publishing them online
3. Avoiding labeling photos/videos with identifiable information such as the child's full name. If labeling is necessary, only the first name should be used
4. Refraining from disclosing any sensitive information about the child, such as health status, financial situation, legal matters, or other details connected to the child's image
5. Reducing the risk of copying and inappropriate use of children's photos/recordings by enacting the following rules:
 - All children in the photo/recording must be clothed, and the context of the photo/recording is not demeaning, ridiculing or portraying the child in a negative manner
 - Photos/recordings of children should focus on children's activities and, if possible, depict children in a group rather than as individuals
6. Resignation from the publication of photos of children who are no longer under the care of the Foundation, if they or their parents/legal guardians have not consented to the use of photos after the end of cooperation with the Foundation
7. The adoption of the principle that all suspicions and problems of inappropriate dissemination of images of children should be noted and reported to the Director of the IYMC/MDSM, as with any other concerning indicators of threats to the safety of children

Recording images of children for use by the Foundation

1. In situations where the Foundation records images of children for its own use, we declare that:

- Children and parents/legal guardians will always be notified that a given event will be recorded
- In the recorded video or film footage, to the extent possible, children should be allowed to speak on their own behalf in order to underscore their agency and decision-making power
- The consent of parents/legal guardians to record an event must be provided in writing

2. If the recording of the event is outsourced to an external party (hired photographer or videographer) it is necessary to take into account the safety of children by:

- Obliging the person/company recording the event to adhere to these principles
- Obliging the person/company making the recording to wear an identification badge during the entire event
- Not allowing for a situation where the person/company is in the presence of children without the supervision of a IYMC/MDSM staff member
- Informing parents/legal guardians and children that the person/company recording the event will be present during the event, and ensuring that parents/legal guardians have given written consent to the recording of their children's image. If the child's image is only a detail of a whole such as a gathering, landscape, public event, the consent of the child's parents/legal guardians is not required.

Recording children's images for private use

In situations where parents/guardians or participants of events organized by the Foundation record images of children for private use, it is necessary to announce this at the commencement of each such event:

1. The use, processing, and publication of photos/recordings containing images of children and adults requires the consent of these persons, in the case of children - by their parents/legal guardians
2. Photos or recordings containing images of children must not be shared on social media or open services, unless the parents/legal guardians of these children give their consent to do so
3. Before publishing a photo/recording online, it's always advisable to check your privacy settings to make certain who will be able to access your child's image

Recording children's images by third parties and the media

1. If media representatives or any other person wish to record an event organized by the Foundation and publish the collected material, they must make such a request in advance and obtain permission from the Director of the IYMC/MDSM. In such a situation, it is necessary to make certain that parents/legal guardians have given written permission to record the images of their children. The following information must be provided:

- The name, surname, and address of the individual or media outlet requesting permission
- Justification of the need to record the event and how and in what context the collected material will be used
- A signed declaration that the information provided is accurate

2. Foundation staff must not allow media representatives and unauthorized persons to record images of a child in their care without the written consent of the child's parent/legal guardian and the permission of the Director of the IYMC/MDSM

3. The Foundation's staff shall not put media representatives in contact with children, shall not provide the media with contact to the children's parents/legal guardians, and shall not make statements in contact with media representatives about any matter concerning a child or his parent/legal guardian. This prohibition also applies if the staff member is convinced that his statement is not recorded in any way. In special and justified cases, the Director of the IYMC/MDSM may decide to contact the child's parents/legal guardian to determine the procedure for obtaining their consent for contact with the media

Guidelines for when consent is not granted for recording a child's image

If children or their parents/legal guardians do not consent to the recording of the child's image, that decision must be respected. In such cases, arrangements should be made in advance with parents/legal guardians and the child to identify the child so that their image is not captured in individual or group photos. Any agreed solution must not isolate or exclude the child from the event.

Storage of photos and recordings

Materials containing the image of children are stored in a manner that is legal as well as safe for the children:

1. Analog media containing photos and recordings are to be stored in a locked cabinet, while electronic media are to be stored in a password-protected folder accessible only to authorized IYMC/MDSM personnel. Media will be stored for the period required by law or determined by the organization's data protection policy

2. Storing electronic materials containing children's images on unencrypted or mobile devices, such as mobile phones and portable storage devices (e.g., USB drives), is prohibited

3. Personnel are not permitted to use personal recording devices (e.g., mobile phones, cameras, video cameras) to record children's images

4. The only equipment that can be used for the aforementioned purpose is the recording equipment belonging to the Foundation