Photography and Images at Welsh Water locations

Press, Professional, Editorial and Commercial Photographers

Welsh Water does not permit photography or filming at its properties for commercial use without its prior consent. If you would like to take professional photographs or images at one of our locations, please contact our Press Office at press@dwrcymru.com.

You will usually be required to provide us with a copy of your Public Liability Insurance and agree to sign our Location Agreement.

Charges may apply for commercial filming and photography, costs can be discussed once an application has been received.

Visitors Photography

All visitors attending one of Welsh Water's public locations are allowed to take photographs for their own private use. Any individuals seeking to sell or publish photographs should contact our Press Office at press@dwycymru.com.

We ask that you respect the privacy of others when attending a location or event. You must refrain from taking photographs near locations where individuals expect a level of privacy, such as in or near toilets or changing facilities or near where private functions are in progress (e.g. wedding or religious ceremony) as those attending such events would have an expectation of privacy.

If you are intending to photograph individuals attending a public event, please read our **Guidance for taking photographs of adults at public events** and our ***Additional guidance for taking photographs of children and adults in vulnerable circumstances*** below.

Educational photography and filming

If you are a student in full or part-time education and you would like to take photos at one of our locations as part of your course work and the activity involves a small-scale production (involving 4 or less individuals and involves battery powered equipment – no trailing cables) and takes places during normal opening hours, a professional permit is not required. Please contact press@dwrcymru.com to let us know when and where you are intending to film.

For large scale student productions, please contact our Press Office at press@dwycymru.com.

Drone photography and filming

Drones are not permitted to fly over any of our locations at any time without Welsh Water's consent. If photographs or filming are required using a drone, please contact our Press office at press@dwrcymru.com for further information.

Guidance for taking photographs of adults at public events

Welsh Water encourages private individuals to capture their visit through the use of photography and video. You are welcome to take general photographs of the scenery or photographs of members of your family or friends or of a group where no one person is deliberately captured unless you have their consent.

If we suspect an individual is taking inappropriate photographs or filming of adults, children or vulnerable individuals, we will ask that person to stop taking images; we may ask them to leave; and we may report the incident to the police.

We ask that you respect the privacy of others and, if you wish to photograph an individual where the adult is the main subject or would be recognised, you should:

- You should consider the privacy of the individual you are photographing or filming at all times. For example, will the image portray the individual in a manner which they would be uncomfortable with, it is good practice to show the individual the images you have taken so they can make up their own mind.
- Remember - the taking of the photographs could be considered an invasion of an individual's privacy. Think before you take a photograph, ask yourself - would the individual feel uncomfortable with the photograph?
- Do not take photographs where individuals expect a level of privacy, such in or near toilet or changing facilities or in positions which is likely to be compromising to the individual.
- Obtain consent from the adult and explain to them how you will use their image (eg. on social media) and only use it for that purpose.
- You should tell the adult you are photographing your name and contact details and delete the photograph or film if they withdraw their consent.

Additional guidance for taking photographs of children or adults in vulnerable circumstances

We all have a responsibility to safeguard children and adults in vulnerable circumstances. If you wish to take photographs or video when attending a public event where children and adults in vulnerable circumstances are present, it is important that you follow the below additional guidance:

- If you want to take a photograph of a child, you must obtain consent from their parent or legal guardian first.
- If you have any concerns that an adult does not have the capacity to give consent to photography or filming, or understand that photographs or films are being taken during an activity, you must discuss this with them, including if appropriate, any support person or personal assistant for the adult.
- If after this conversation you feel that the adult still cannot give consent you must not use their photograph and make sure you delete it.

Consent form: adults

Filming, photography and voice recording – Adult (anyone over the age of 13 or anyone capable of providing consent for themselves)

I consent to the use of photograph(s)/ video and voice recording(s) of me taken by Dŵr Cymru Welsh Water employees or by agents authorised on behalf of Dŵr Cymru Welsh Water on……(date)

at ……(location/ event)

for the **purpose** of appearing in Dŵr Cymru Welsh Water's printed and electronic publications, presentations, promotional materials, the company's website, internal TV channel and displays in company buildings, in the advertising of the company's goods or services, print and broadcast media and social media

Conditions of use

- This form is valid for three years. Your photo(s) /video and voice recording(s) will be deleted after three years, unless we feel the material has historic significance
- we will not use the photographs/video or voice recordings for any other purposes than those indicated above
- we will not include personal information (such as names, home address or telephone number) on our website, printed material or other materials, unless otherwise agreed with the person or their guardian
- we will store copies of the photographs/video and voice recordings used for the purpose stated above
- we will retain this consent form in case it is needed to contact you
- we may transfer the photograph(s) /video(s) and voice recordings outside of the European Economic Area (EEA) or store them in a location outside of the EEA for the purposes stated above
- in some circumstances we may also share photographs, video and voice recordings, with our partners in the alliance and/or supply chain for inclusion in their own publications and websites

I consent to Dŵr Cymru Welsh Water taking and using my photograph/video and voice recordings for the **purpose** and **condition of use** stated above:

Signature……..

Print name……

Date …… Mobile / Phone number……

Email address or home address

……

……..

Although Welsh Water will now own this imagery/ footage/ recording you can contact us to withdraw your consent at any time please email press@dwrcymru.com or phone 01443 452452

Consent form: Children and vulnerable adults

Filming, photography and voice recording – Children and vulnerable adults (anyone under the age of 13 or anyone not capable of providing consent for themselves)

As the parent / guardian of ……..…….. (name of person you are providing consent for), I consent to the use of photograph(s)/ video and voice recording(s) taken by Dŵr Cymru Welsh Water employees or by agents authorised on behalf of Dŵr Cymru Welsh Water

on ……..……(date)

at ……(location/ event)

for the **purpose** of appearing in Dŵr Cymru Welsh Water's printed and electronic publications, presentations, promotional materials, the company's website, internal TV channel and displays in company buildings, in the advertising of the company's goods or services, print and broadcast media and social media

Conditions of use

- This form is valid for three years. The photo(s) / video and voice recording(s) will be deleted after three years, unless we feel the material has historic significance
- we will not use the photographs/video or voice recordings for any other purposes than those indicated above
- we will not include personal information (such as names, home address or telephone number) on our website, printed material or other materials, unless otherwise agreed with the person or their guardian
- we will store copies of the photographs/video and voice recordings used for the purpose stated above
- we will retain this consent form in case it is needed to contact you
- we may transfer the photographs /videos and voice recordings outside of the European Economic Area (EEA) or store them in a location outside of the EEA for the purposes stated above
- in some circumstances we may also share photographs, video and voice recordings with our partners in the alliance and/or supply chain for inclusion in their own publications and websites

I consent to Dŵr Cymru Welsh Water taking and using the photograph/video and voice recording of the person I have given consent for, for the **purpose** and **condition of use** stated above:

Signature……..

Print name……

Date ……Mobile / Phone number……

Email address or home address
……

Relationship to person(s) in the photography/footage/
recording……..

Although Welsh Water will now own this imagery/ footage/ recording you can contact us to withdraw your consent at any time please email press@dwrcymru.com or phone 01443 452452