

LUDLOW ST LAURENCE DIGITAL AND VIDEO RECORDING POLICY

1. All recording of church services, choir rehearsals or events is prohibited without the written permission of the Rector and/or the Wardens.
2. Recording includes all forms of digital, video and audio recording and photography whether by mobile telephone, camera or other device.
3. In the case of events curated by Arts@StLaurence photography and videoing are prohibited, as announced before all recitals, unless the performer(s) give explicit instruction to the contrary
4. In the case of events involving an outside body hiring the Space the hirer is required to state on the booking form either that it agrees with the LSL policy and takes responsibility for ensuring its implementation or that it will allow recording and takes responsibility for monitoring the situation.

NOTIFICATION OF POLICY

5. Signs adapted from those used during the English Song Weekend prohibiting recording etc when the BBC record concerts (example at Appendix 1) are to be displayed at suitable points in the porch and the church.
6. A copy of the policy is to be made available in church for volunteer welcoming stewards.
7. The Director of Music is responsible for ensuring that chorister parents are made aware of this policy.

EXTERNAL BOOKINGS

8. The booking literature will include the following statements:
 - a. All recording of church services, choir rehearsals or events is prohibited without the written permission of the Rector and/or the Wardens.
 - b. Recording includes all forms of digital, video and audio recording and photography whether by mobile telephone, camera or other device.
 - c. If it is the policy of your organisation to allow photography or video recording of your participants, nothing in the policy of Ludlow St Laurence prevents hirers from allowing recording or photography of the hirer's event.

The booking form will include two tick boxes to enable external organisations to confirm that: (i) they agree to the Ludlow St Laurence digital and recording policy and accept responsibility for ensuring compliance; and (ii) that their own internal policies allow photography and/or filming of their own participants.