

## **DETAILED RULES FOR REGISTERING THE IMAGE OF MINORS AND RULES FOR STORING PHOTOS AND RECORDINGS**

### **Registering images of children for the UR use**

1. In situations where the UR records images of minors for its own use, we declare that:
  - a) children and guardians will always be informed that a given event will be recorded;
  - b) the consent of guardians to record the event will be accepted by us in writing;
  - c) persons delegated by the University to register the event are obliged to wear an ID badge during the event.
2. If the event recording is outsourced to an external person/company (hired photographer or videographer), we will ensure the safety of minors by:
  - a) obliging the person/company recording the event to comply with these guidelines;
  - b) obliging the person/company recording the event to wear an ID badge during the event;
  - c) preventing a situation in which the recording person/company is with minors without the supervision of university staff;
  - d) informing guardians and minors that the person/company recording the event will be present during the event and ensuring that guardians have given written consent to record the image of their children.
3. If the image of a minor is only a detail of a whole, such as a gathering, landscape, or public event, the consent of the child's guardians is not required.

### **Recording images of children for private use**

1. In situations where guardians or other participants in events organised by the University record images of minors for private use, we inform them at the beginning of each event that:
  - a) the use, processing and publication of photos/recordings containing images of children and adults requires the consent of these persons, and in the case of minors – by their guardians;
  - b) photos or recordings containing images of minors should not be shared on social media or open websites, unless the guardians of these children give their consent
2. Before posting a photo/video online, it is always a good idea to check your privacy settings to ensure who will be able to access the minor's image.

### **Recording of children's images by third parties and the media**

1. If media representatives or any other person wish to record an event organised by the University and publish the collected material, they must submit such a request in advance and obtain the consent of the head of the unit.
2. A media representative or other person referred to in point 1 shall provide information in writing containing:
  - a) the name, surname and address of the person or editorial office requesting consent;
  - b) justification for the need to record the event and information on how and in what context the collected material will be used;
  - c) signing a declaration of compliance of the information provided with the facts.
3. If the request referred to in point 1 is submitted, staff are required to verify that the minors' guardians have provided written consent to record their children's image. Staff are prohibited from allowing media representatives or unauthorised persons to record the image of a child in our care without the written consent of the guardian and the head of the unit.
4. Staff members are not to contact media representatives with children, provide the media with contact information for guardians of minors, and refrain from speaking to media representatives about the child or their guardian's case. This prohibition also applies if the staff member is confident that their statements are not being recorded in any way.
5. For the purpose of producing media material, the Rector of the UR or an authorised person may decide to make selected rooms on the university's premises available for recording purposes. In such a case, the room must be prepared in such a way as to prevent the recording of minors present on the university premises.

### **Storing photos and videos**

The university stores materials containing images of children in a manner that is lawful and safe for children:

1. Analogue media containing photographs and recordings are stored in a locked cabinet, while electronic media containing photographs and recordings are stored in a protected folder with access limited to persons authorised by the University.
2. We do not store electronic materials containing images of children on unencrypted or mobile media, such as mobile phones and devices with portable memory (e.g. flash drives);
3. We do not consent to staff members using personal recording devices (i.e. mobile phones, cameras, camcorders, etc.) to record images of children.
4. The only equipment we use is recording devices belonging to the university or used under terms approved in writing by the head of the unit.