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## **CAP Policy on Video footage – GDPR**

### **Personal Data**

If the video footage can be used to identify an individual and tell you something about them it is likely that it will be personal data for the purpose of the General Data Protection Regulations 2018. People can obviously be identified from names but may also be identified from contextual information e.g. the caption reads: 'This video footage shows young people at the Brecon CAP Youth Club.'

The following examples will help you to identify the issues that you need to consider.

### **Video footage of specific individuals/groups**

Where video footage is clearly of an individual or group of individuals, who are the focus of the video it will be personal data, and consent is required to use it. It is strongly recommended that you obtain written consent so that you have a record, in case of subsequent disputes.

Consent forms must explain clearly and fully how the image will be used and how long it will be retained – See CAP Video Consent Form [here](#).

### **Footage where individuals inadvertently appear in the background**

It will not normally be necessary to obtain the specific permission of all who appear incidentally in the background of video footage where they are clearly not the focus of the film.

### **Footage of large crowds/events**

Where footage does not focus on one individual or group of individuals, the data is unlikely to be personal data. In addition, it may not be practicable to obtain the consent of every individual. However, it is good practice to ensure that there are clear signs around the venue indicating that filming is happening.

### **Publication on web**

Publishing a video on the web is a potential disclosure to the world at large. Particular care must be taken therefore to obtain appropriate consent where the footage constitutes personal data. In cases of doubt you should err on the side of caution and not publish the video footage

### **VIPs**

It may not be appropriate to ask VIPs to complete consent forms, in which case it

should be sufficient to obtain verbal consent.

### **Children**

It is important to obtain written consent from the child's parent/guardian through the CAP video consent form. If a child is part of a school group and their school has consent forms covering video footage, please ensure **IN WRITING** that CAP is considered 'External Media' as part of the consent. If the school considers the consent forms to cover CAP then we should be able to rely on this as consent.

### **Events**

Reason for Processing: Legitimate Interest:

Participants will be warned in advance via the event invitation that filming will be taking place, where the footage will end up, what its purpose will be (marketing/internal only) and that people may opt-out from being filmed by simply asking a member of CAP Staff.

The videographer and any CAP staff will be required to take note of those people and delete any footage of them, or if is practical, anonymise the person in the footage with a facial blur before publication. Any footage with opt-out depicted will be deleted as soon as possible, latest within 30 days, if there is no other stated purpose.

ENDS

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