

PARENT INFORMATION LEAFLET ON USING CAMERAS, CAMERA PHONES, AUDIO AND VIDEO EQUIPMENT IN CHI at Crumlin



INTRODUCTION

Taking photographs and video in a healthcare environment needs to be managed sensitively. There are legitimate reasons why photographs need to be taken by both healthcare providers and parents of children, who are inpatients in healthcare settings, but thought by the person taking the photo needs to be given to a number of scenarios. CHI at Crumlin, encourages making memories for families when in hospital, however it must be done in a way that protects the privacy of others.

Children and their parents, sometimes take photos of their loved ones in hospital and can share those images on social media sites. These pictures taken in the hospital, may inadvertently have another child, parent or staff member in the photo. These photos can create a privacy issue for the organisation and breach Data Protection (2018) guidance. In the event of a Data Protection Breach, the organisation can end up with significant reputational damage and be fined, if pursued by the injured party.

OUR REQUEST OF YOU

- We ask you parents/guardians, to be respectful of the privacy of other patients, parents, staff and visitors when taking a photo of your child while they are in hospital.
- We ask you parents/guardians, who wish to photograph/video your child using their personal phone to *first seek permission from the ward manager.* It is not unreasonable that you as parents, may wish to take photos of your child at various stages. You must ensure there are no other children or staff in the video footage or picture as this will compromise that child's, parents, visitor or staff members privacy.

WE ASK YOU

- Not to record conversations in hospital on a personal phone.
- To let us know if you have any concerns or questions about this parent leaflet to contact the ward manager.
- To firstly seek permission from the ward manager before using their personal phone to photograph their child on hospital wards
- Not to Record or video conversations with staff in hospital on a personal phone without their permission. This is not permitted.
- To take care when taking photos of their child, that no other child or staff member or personal data of others are included in the picture inadvertently.
- To take care when taking photographs of children in bed or in pyjamas may not be appropriate. Parents may not have informed family members that they are in hospital, and this will breach their privacy.

The hospital has from time to time public media events, which are controlled and managed to ensure that all children and families and staff, who are photographed have given their written permission to do so.

These Media Consent Forms are explained by the Communications Manager/Senior Member of staff. Parent/guardians in the hospital, must give their consent to allow their child to be filmed or photographed during an event in the hospital.

- Dignitary visits, Open Days, Media Events, Celebrity & Sporting Visits, Fundraising visits.
- All official media events and public profile events, will be managed separately by the management and communications hospital team, in relation to photographs video recordings etc. This will be done in a planned way with patient and staff media consent forms being processed by the communications team. This will ensure that all who are photographed, have given their written consent to do so and will be made aware of how the photos/video/audio recordings will be used. See www.olchc.ie/Media/

ADDITIONAL INFORMATION

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