



YouCount: Guidelines for Pictures and Videos

This document contains information for Partners developing case studies as part of the YouCount project. The document contains guidelines for handling images and other personal data.

YouCount is a project funded by the European Union's Horizon 2020 Research and Innovation Programme. Its objective is to increase social inclusion for young people in Europe, through a research approach called Youth Citizen Science. This approach involves young people participating as co-researchers. The project runs from February 2021 to January 2024 and is coordinated by Oslo Metropolitan University (Norway) with the participation of 11 Partners in different countries across Europe. Each Partner will develop at least one case study in collaboration with local, regional and national organizations.

Photos and videos from the activities that develop in the context of each case study are important for the YouCount project, as part of its communication activities. The photos are used in several ways:

- YouCount's website (<https://www.youcountproject.eu>)
- In social media (Facebook, Twitter, Instagram, YouTube...)
- At presentations
- In printed material (handbooks, toolkits, scientific articles)
- In public local, national and international events, like exhibitions and other
- Press photos for journalists
- Illustrations for blog posts etc.

Each Partner is expected to provide photos and or videos from their case studies that can be used in the activities described above. The material submitted should be uploaded on the TEAMS Platform where specific files have been created to store images shared by Partners.

All images submitted must be approved in accordance with the guidelines in this document.

Some tips:

- Hire a photographer!
- Submit both landscape and portrait images
- Submit large, high-resolution images
- Choose images that show activity and interaction between researchers and visitors
- Remember that the pictures should give a good picture of your best activities

- When necessary obtain in writing approval from the students' parents in advance
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(Ildfluene, 2021)

Do not forget to state the photographer's name / who owns the image, a short description of what the image represents, what activity is going on in the picture, and who / what people are visible. Everyone who can be identified in the picture must have given their written approval (see below). Feel free to name the image with place, year and the photographer's name, for example Spain2021_foto_Anna_Andersson

Written Consent

According to the General Data Protection Regulation GDPR (2016/679) and the Act on Names and Images in Advertising (1978: 800) requires the active consent of the person / persons who can be identified in pictures. Obtain written approval from all persons who can be identified in the photos. Consent can always be withdrawn. If the person in the picture is under 18 years of age, the parent's permission is required.



Feel free to use the template at the end of this document. The agreement should not be uploaded on the TEAMS Platform, but as a Partner you are expected to save the original and store it in such a way that you can easily find it if you are asked to show it. Be sure to note which image is linked to which agreement.

By uploading a picture to the TEAMS Platform, you certify as the Partner that everyone who can be identified in the picture has given written consent as above. The image must be approved for use in all the cases mentioned at the beginning of this document.

YouCount is responsible for removing the image within weekdays 24 hours from the time we are reached by the request, in the channels that YouCount has administrative rights to (Webpage, Facebook page and Twitter and Instagram accounts as well as all other social media channels created during the project).

If requests are made to local / regional organizers for image removal in the channels YouCount has administration rights, the Partner must contact YouCount within 24 hours by phone and / or email.

If a request is made to YouCount for the removal of an image in channels for which the / local / regional / national / international organizer has administrative rights, YouCount must contact the organizer within 24 hours by telephone and / or email. The organizer must then delete the image within 24 hours.

YouCount encourages Partners to establish their own guidelines regarding personal data.

By submitting photos to YouCount, the Partner certifies that responsible persons have read and approved these photo guidelines and undertakes to follow them.



[Partner Logo]

[Partner contact details]

Hey!

We have taken a photo or recorded a movie where you appear. We would like to use the picture / film to tell others about YouCount, but only if it's okay for you. Are you under 18? Then your parents or other guardian must sign.

I give my consent to [name of Partner organisation] to publish the above picture / film clip in the context of the different communication activities developed as part of the YouCount project. They can be used (in electronic or print form) on the project's website, social networks, brochures and press releases as well as in reports, presentations and exhibitions arising from the project.

You can withdraw this consent at any time by contacting [Name of Partner Organization]

Place and date: _____

<input type="checkbox"/>	I am 18 years or older
<input type="checkbox"/>	The person in the picture / in the film is under 18 years old (requires signature from guardian)

Name and Signature

Telephone/email address

To be filled in by the photographer

Label of Image File/ Video:

Description of the image/Video:

Photographer:

Date:

Place: