

Privacy, Photos and Information-Sharing Policy for Partners

Simple rules for handling information about WEEA participants and communities

Permission for one use does not automatically mean permission for every future use.

Our commitment

WEEA expects partners to protect the privacy and dignity of children, women, families, and other participants. Personal information, photos, videos, and stories must be handled carefully and used only for an agreed purpose.

Before collecting information or images

- Explain why information or a photo is being collected and how it may be used.
- Obtain appropriate permission before taking or publishing identifiable photos, videos, names, or personal stories. For children, seek parent or guardian permission and the child's age-appropriate agreement.
- Do not make assistance, participation, gifts, or access to a programme conditional on agreeing to publicity.
- Do not collect sensitive information unless it is genuinely needed for the agreed activity.

Using photos and stories

- Use images and stories only for the purpose that was explained and agreed.
- Do not reuse images for a new campaign, donor, partner, or advertisement without checking that the permission covers that use.
- Never publish content that humiliates, stereotypes, exposes, or puts a participant at risk.
- Do not share children's full names, addresses, contact details, school schedules, or sensitive personal circumstances alongside images.
- Respect requests not to be photographed and pass any request to stop future use to the WEEA project lead for review.

Sharing and storing information

- Share participant information only with people who need it for the agreed project.
- Do not post attendance lists, phone numbers, identity documents, or sensitive details in public chats or social media.
- Keep files secure and do not forward images or personal information to unrelated people.
- Tell the WEEA project lead promptly if information is lost, sent to the wrong person, or shared without permission.

Partner responsibility

Each partner is responsible for briefing its staff, volunteers, photographers, and communications team on these expectations before a joint activity begins.

For partnership enquiries: Please contact WEEA through its official organizational contact channels.