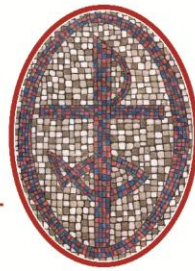


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| Title: | Policy on the gathering, storing and using written, audio and visual information. |
| Policy statement: | <p>DSPR is committed to data protection, ensuring that children and adults at risk and all we work with are safe. When collecting stories, photographs or videos, storing or using the content, we follow the process in our Safeguarding Policy.</p> <p>Due to the nature of our work, the communities we work with may have an increased vulnerability because of natural disasters or conflict. It is very important that anyone working on behalf of DSPR, staff or contractor, is respectful and continues to ensure that communities are kept safe and treated with dignity.</p> <p>The purpose of this policy is to make sure that the gathering of content done by DSPR is done and respects the people taking part in the work.</p> <p>Approved</p> |
| Procedures: | <p>While gathering content, DSPR agrees to the following:</p> <ol style="list-style-type: none"> 1. We respect the person's dignity, both in how we gather content and how it is used and stored 2. We know that a power imbalance often exists when gathering content in relief and development situations. We must do all that is reasonably possible to reduce this to make certain of fair treatment of participants 3. We aim to provide a balanced account of reality. 4. We use images truthfully. We do not exploit people, situations or content in a way which may mislead or distort reality or context. Where there could be a risk of being misrepresented or misunderstood, only content that can be clarified should be used 5. We maintain high standards of decency in keeping with our values and those of our supporters 6. We respect the views and expertise of our local partners 7. We always aim for the highest standards 8. We respect the legal and moral rights of the photographer to have their content appropriately credited, both for print and online use. <p>When gathering content, we consider and reduce the risk to individuals, communities and organizations represented in the content.</p> <p>DSPR seeks to achieve the right balance between protecting individuals at risk, and respecting their wish to be associated with their story or to be anonymized. The consent process should include the option for an assumed name. DSPR retains the right to use an assumed name if it is needed for the person's safety/security or to protect DSPR reputation. To annex of consent form (Arabic and English)</p> <p>In the following situations, the use of anonymous images and assumed names is mandatory unless a copy of the identification release consent form has been completed and signed or</p> |



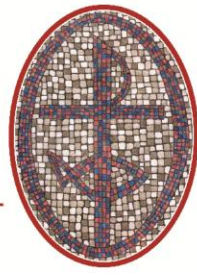
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| | <p>the participant fully understands the potential risks associated with their decision to disclose their identity:</p> <ul style="list-style-type: none"> - an individual has specifically requested for an assumed name to be used or to remain anonymous. - an assumed name has been used for a relative of the individual in question, and they share the same family name. This is to avoid the risk of identification by association. For us to use recognizable images and the actual name of any of these people, it is necessary for the identification release consent form to be completed and signed for each person with the same surname. - revealing the individual's identity could make them vulnerable to a specific safety/security risk that has been identified. If this happens, advice should be sought from the executive director or Area Committee. - identification of the individual could place them at risk of being discredited or at the risk of persecution. <ul style="list-style-type: none"> - the individual is living in or is from a country or region where a person is mistreated due to their faith. <p>Communities that DSPR visit must be made aware of which visitors are and what the purpose of their visit is.</p> <p>Where we visit purpose written, audio or visual information communities should always be informed of:</p> <ul style="list-style-type: none"> - Why the content is being collected - How it might be used (e.g. on a website, magazine etc) - How long it will be used for - Who can use the content (e.g. the organization, their partners, supporters) - What it might be used for (e.g. awareness raising of the work of the organization) - Opt-out ability: they can withdraw from taking part at any time, this will not result in any negative reaction to their relationship with DSPR or our partner's. <p>Approved</p> |
| <p>Definitions:</p> | <p>Public photography</p> <p>Photography in public places is governed by national laws which must be followed. When planning public photography for DSPR the trip planner or photographer should discuss with the Executive Director what is permitted and appropriate. If such photography is permitted, incidental inclusion of recognizable individuals at a distance in public places (e.g. in street/village scenes) does not require documented consent. Shots, where recognizable individuals are the image's main focus, require documented consent.</p> <p>Copyright and working with third parties</p> <p>DSPR holds the copyright for all images taken by staff and volunteers.</p> |



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| | <p>Subject to the terms of any participant consent obtained, DSPR has the right to use all photographs taken by freelancers it hires and is permitted to share these photos with its partners and affiliates. Third-party content gathering facilitated by DSPR must meet adopted policy standards. Any suppliers/consultants engaged by DSPR should follow the necessary safeguarding protocols.</p> <p>Consent</p> <p>DSPR requires a record of informed consent for gathering content relating to everyone under the age of 18, unless the law of the country where the individual lives, has a different age for such consent. The content gatherer is responsible for determining the age of legal consent in the country.</p> <p>The consentee should be made aware, and understand, what will happen with the information (e.g. published or public platforms or restricted audiences).</p> <p>Those who can give consent for young children - those aged 18 or under</p> <p>Documented consent is required from someone with parental responsibility (even if the age of legal consent in the country where the child lives is under 18)</p> <p>Storage and use</p> <p>All content (including data associated with the digital files), materials and personal information gathered must be stored securely. Every precaution must be taken to make sure that DSPR follows the guidance in the data protection policy and guidelines.</p> <p>The content will only be used for the purposes specified in the consent form. It is not to be used by DSPR staff and representatives, partners in any personal capacity.</p> |
| <p>Related Policies & Procedures:</p> | <ul style="list-style-type: none"> - Safeguarding - Data Protection |
| <p>Who must follow this policy:</p> | <p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> - all staff, national and international - all volunteers and interns <p>Associates include:</p> <ul style="list-style-type: none"> - all contractors, e.g., consultants - all Board Members - all partners including community-based partners - Guests and Visitors |



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| Next formal review: | Next review and approval date within 3 years of the above date or sooner if legislation, best practice or other circumstances indicate that it is necessary May 2028 |
| Person responsible: | DSPR Executive Director AC Executive Directors |
| Version: | 11 June 2025 |
| Approved by: | <p>Central Committee Members:</p> <p>Dr. Audeh Butros Audeh Quawas; Chairperson-Member at Large- Representing Orthodox Church Family</p> <p>Mr. Bassem Issa Audeh Thabet Vice- Chair- Delegate DSPR-ICC Jerusalem & WB Area Committee</p> <p>Dr. Farah Atallah Farah Attallah; Treasurer- Delegate DSPR-NECC Jordan Area Committee</p> <p>Bishop Sani Ibrahim Charly Azar; Member at Large- Representing Episcopal – Lutheran Church Family</p> <p>Mrs. Sandra Tawfiq Habesch Khoury; Member at Large- Representing Catholic Church Family</p> <p>Dr. Jean Salaminian; Member at Large- Representing Eastern Orthodox Church Family</p> <p>Mr. George Jamal Jamil Antone; Delegate DSPR-NECC Gaza Area Committee</p> <p>Mr. Adel Nasser; Delegate DSPR-ICCI Galilee Area Committee</p> <p>MS. Nina Farah Shaddad; Delegate DSPR-JCC Lebanon Area Committee</p> |
| Approval date: | Central Committee Meeting: 4 July 2025 |



Annex 1: Consent form

موافقة على استخدام الصور / مقاطع الفيديو

بتوقيعي هذه الوثيقة فأنا أُمْنَح (اسم المنطقة) _____ الإذن لالتقاط صور ومقاطع فيديو وذلك في سياق الأنشطة المتعلقة بالبرنامج الذي أحضره.

كما أنني أتفهم أن هذا قد يشتمل على مقابلات شخصية مصورة كما أنني أيضاً أسمح بتواجد الموظف التابع ل (اسم المنطقة) _____ طوال مدة المقابلة الشخصية وذلك بالنيابة عني.

كما أنني أقر أنه يجوز استخدام الصور ومقاطع الفيديو في كافة المواد الترويجية والدعائية الخاصة (اسم المنطقة) _____ وذلك للمساعدة في الترويج للعمل الذي تقوم به الجمعية، كما يمكن إعطائها لأي أطراف أخرى من أجل الترويج للأعمال التي تقوم بها الجمعية ولا تقتصر على المؤسسات الإعلامية والهيئات الحكومية والمنظمات غير الربحية وشركاء الجمعية.

كما أنني أقر أيضاً أنه يجوز استخدام الصور في كافة الأشكال الممكنة بما في ذلك عن طريق وضعها على الإنترنت ومواقع التواصل الاجتماعي والطباعة والصحف ومقاطع الفيديو وشاشات العرض العامة والتلفزيون ووسائل التواصل الإلكترونية في جميع دول العالم.

بتوقيعي هذه الوثيقة فأنا أؤكد على إعطاء موافقتي الطوعية وأنه قد تم إفهامي بصورة واضحة وجلية أنني امتلك الحق في رفض ذلك بدون حدوث أي عواقب سلبية، كما أنني احتفظ بالحق في إلغاء هذه الإذن وهذه الموافقة في أي وقت.

الإسم:

التوقيع:

التاريخ: