

Delegate Photography Opt-Out Protocol

Internal procedure for Jürgen Banda-Hansmann and event organisers

1. Purpose and scope

This protocol sets out how Jürgen's Photography CC manages photography opt-out requests from event delegates. It applies to all conference, gala dinner, awards ceremony, and corporate event bookings. It is shared with event organisers as part of the pre-event planning pack and is available to delegates on request.

2. Before the event

2.1 Organiser responsibilities

The event organiser is responsible for:

- Displaying the Event Photography Notice at registration and in delegate areas
- Briefing registration staff on the opt-out process
- Providing a system for identifying opted-out delegates (see Section 3)
- Communicating any opt-out requests received prior to the event directly to the photographer

2.2 Photographer responsibilities

Before the event, the photographer will:

- Confirm receipt of any pre-registered opt-out requests with the organiser
- Review the programme and identify high-risk moments for incidental coverage (e.g. small group sessions, breakout rooms)
- Ensure the opt-out identification system is in place before delegate arrival

3. Opt-out identification system

Delegates who wish to opt out of photography are identified using one of the following methods, agreed with the organiser during the pre-event brief:

- Coloured lanyard or lanyard insert (preferred): opted-out delegates wear a distinct lanyard colour or a printed insert that signals their preference to the photographer at a glance
- Sticker on name badge: a discreet sticker applied at registration
- Registration list flag: organiser provides a list of opted-out delegate names for reference during post-processing

The photographer will make reasonable efforts to avoid photographing delegates who have indicated an opt-out. In busy or fast-moving environments (e.g. networking sessions), incidental capture may occur, but images featuring opted-out delegates will be removed during the editing process.

4. Requests during the event

Delegates may approach the photographer directly at any time during the event to register an opt-out. The photographer will acknowledge the request and note the delegate's description or name badge for reference during culling. The organiser's event contact will also be notified where practical.

5. Post-event image review

During the editing and culling process, the photographer will:

- Review all images for the presence of opted-out delegates
- Remove or exclude images where an opted-out delegate is the primary subject
- Use reasonable judgement for wide-angle or crowd shots where an opted-out delegate appears incidentally in the background

Images that cannot be practically reviewed for incidental inclusion (e.g. wide establishing shots of a full auditorium) will be flagged in the delivery notes if an opt-out delegate is known to have been present.

6. Post-delivery deletion requests

If a delegate contacts the photographer after image delivery to request removal or deletion of images in which they appear:

- The request will be acknowledged within 2 working days
- The photographer will review the delivered gallery and identify images featuring the individual
- The organiser will be notified and consulted before any images are removed from the delivered gallery, as the organiser is the data controller for event images
- The request will be resolved within 14 working days

Requests should be sent to jurgen@jurgen.co.za with the subject line "Image Deletion Request" and sufficient detail to identify the individual (name, event, date).

7. Record keeping

Opt-out requests received prior to or during an event are logged in the event's shoot record. Requests received after delivery are tracked in the photographer's correspondence records. Records are retained for 12 months following the event.

8. Contact

Jürgen Banda-Hansmann

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