CSP funded Professional Network Photograph Repository:
FREQUENTLY ASKED QUESTIONS related to access, selection process and
permission to use the photographs

1. **Which CSP recognised Professional Networks (PNs) are members of the Professional Network Photography Repository collaboration?**
   ACPAT, ACPIN, ACPIVR, ACPPLD, ACPRC, ACPOPC, ADAPT, AGILE, APPN, ATACP, BACPAR, MNCP, Medico Legal, PhysioFirst, POGP, PPA.

2. **Who is the lead professional network for the photography repository and why?**
   - *AGILE - this is because AGILE was the lead collaborator in the bid writing, submission, and funding allocation.*
   - *AGILE coordinated the photographer to work with other professional networks to take the photographs.*
   - *AGILE are the main conduit between collaborating PNs and the CSP PN Enquiries/Funding team.*
   - *AGILE host the repository on their professional network Google drive.*
   - *AGILE provide the administrative resource to support the repository set up, management, and tracking/ monitoring.*

3. **Which professional networks supported the photographer to take photographs of physiotherapists and people representative of those working with their members?**
   - ***ACPAT***: *Manessa Faal - chair@acpat.org;*
   - ***ACPIN***: *James Sampson - treasurer@acpin.net/Kent; Hannah Barbour - hannah.barbour@nhs.net/Camden;*
   - ***ACPRC***: *Rachael Colclough - chair@acprc.org.uk; Alliana Eden - allaina.eden@nhs.net;*
   - ***ACPOPC***: *Emily Stowe chair.acpopc@gmail.com;*
   - ***AGILE***: *Sarah De Biase - agile.fallsofficer@gmail.com;*
   - ***ATACP***: *Sarah Wratten - ATACPcochair@outlook.com;*
   - ***BACPAR***: *Louise Tisdale - louise.tisdale@nhs.net;*
   - ***PhysioFirst:*** *Karen Lay - chairman@physiofirst.org.uk;*
   - ***POGP***: *Kate Lough - chair@thepogp.co.uk*

4. **Are other professional networks allowed to view, select and use the photographs**
   - *Yes, however approval must be given by the 'owner' professional network (those listed above).*

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5. **Where are the photos stored?**
   - *The photos are saved and available to be viewed on an AGILE hosted and managed Google Drive photography repository.*
   - *The photographs are named as per the PN 'owner' of a specific suite of photographs and month taken – aligned with the PN who hosted and/or supported the photographer to visit a NHS site to take photographs.*
   - *The AGILE PN committee owns the Google Drive and all committee members can access these; however all repository viewing and selection MUST be undertaken via the AGILE administrator.*
   - *The repository is backed up on a separate Google Drive linked to the AGILE falls and bone health officer Gmail account.*

6. **How does a CSP recognised professional network and/or the CSP access the repository?**
   - *ONLY members of a CSP recognised PN are entitled to view, select and request use of a photograph i.e. only committee members of the PN can view, select, and get permission to use a photograph NOT all those who have a membership of the PN.*
   - *There may be exceptions to this condition, for example if a member of the PNs is fulfilling a function/role for their respective PN committee.*
   - *The CSP media team are also entitled to view, select and use the photographs.*
   - *Access for those entitled to view, select, and request use of a photograph do so via the AGILE administrator at contact.agilephysio@gmail.com – currently this is the only route to access the repository; however the process of ownership of the photographs in the repository could change over time depending on volume of requests or preference for a PN to take ownership of the photographs their PN supported the photographer to take.*
   - *At this time (July 2023), when there is a request to access a photograph, the AGILE administrator will set up a Zoom call with the person(s) making the request to allow the photos to be viewed, selected, and then as efficiently as possible provide a response indicating whether or not permission has been granted.*

7. **Who 'owns' the photography repository?**
   - *The photos preferentially belong to the PN who supported the shoot; however, this has always been based on the principle that any PN committee (national executive committee) and the CSP media team could view/ select from the repository.*

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- *In certain circumstances, AGILE and one or more of the PNs partnered for the bid may need to be involved in a decision about photograph use e.g. if there is concern that a particular photograph has been used too many times; if > 5 photographs are being requested for use in a single request; request is from someone not linked to an executive PN committee or partner in the bid.*

8. **Who Can Give Permission to Use Photos?**
   - *Although the permission and oversight of use of a photograph would come from the owner PN, the AGILE administrator will coordinate with the owner PN to obtain the approval and then feed this back to the individual making the request.*
   - *The AGILE administrator will review the photography database to determine if the photo(s) requested had been selected for use previously and for what purpose and would bring this to the attention of the owner PN to inform the decision as to whether or not to approve use by a different individual for different purpose.*
     N.B. This does not mean a specific photograph cannot be used more than once - the PN responsible for the photo takes the decision based on reasons for use etc whether to grant access to a photo to more than one person(s).
   - *If photos requested cannot be approved for use due to already being used elsewhere,* the *AGILE administrator and the owner PN offer alternative photo options for consideration.*

9. **Can I use a photo from a different shoot that's not my PN?**
   - *In principle, yes. This is the ethos of the repository i.e. all photos are accessible for viewing and request to use by all PN partners in the CSP AGILE photography project. Where a PN required exclusive use of photographs taken, these have already been removed from the repository and so are not available to view.*
   - *Ultimately, the owner PN holds right to decline permission to use a photograph(s). However, it is anticipated any refusal would be justified and an explanation given e.g. the photograph already being used elsewhere for multiple purposes.*
   - *The AGILE administrator will act as the link with the owner PN and will give the outcome of the owner PNs consideration of any request to use a photograph.*
   - *Where permission is given, the AGILE administrator will log this use in the photography database as explained in question 8.*

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10. Why is there a central library?
- *The reason we have a central repository (library) is to prevent over selection of individual photos via an open access process.*
- *AGILE hosting the repository allows gatekeeping and monitoring of photographs, and an accurate database of photograph use to be held and updated.*

11. Who keeps a log of which photos are used?
- *The AGILE administrator will keep a database (excel spreadsheet) of who is using which photo, when using and for what purpose and where.*

12. Is there a limit to how many photos can be used from the repository by a PN?
- *There is no limit set by the partner PNs who share ownership of the repository.*
- *A PN signed up for the bid can raise multiple requests for use of the photographs.*
- *Restrictions will apply where there are multiple photographs being used by different PNs and/or if there is evidence that the number of photographs available for unique use is depleting.*
- *A reasonable step may be that each PN is restricted to requesting 5 photographs per request.*
- *PNs not named as partners in the project may also request > 1 photograph; however, as before, permission for use is at the discretion of the 'owner' PN.*
- *The number of photos approved for use for a single PN will be under continuous review via the oversight provided by the AGILE administrator and through regular review with the partner PNs and AGILE.*

13. Do the CSP communications team have direct access to the AGILE PN repository?
- *Yes, however access remains via the AGILE administrator as per the process outlined in the FLOWCHART (**see appendix A**) - this way there is an equitable approach to view, select, and seek approval to use the photographs within the repository by all CSP recognised PNs and the CSP.*
- *This approach ensures the repository if carefully managed to prevent overuse of images.*

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14. How do the CSP gain access/permission to use a photo(s)?

- *Refer to answer to question 6 and question 8.*

15. Is there a process of reviewing the images to check they are still usable/applicable?

- *All photos within the repository have been approved for inclusion on the repository by the 'owner' PN – the PN committee responsible for hosting the photographer. This ensures photograph quality, validity and credibility.*
- *There is no reason at present to stage a formal review of the repository annually as oversight is provided every time a photograph is requested. However, a formal review of the repository may be triggered if and when identified photos are out of date - such a review would need to be triggered by feedback that a photograph was no longer valid by the 'owner' PN (e.g. in presence of a change in research or policy which renders the photograph inaccurate/non best practice etc.)*
- *The assurance process is the routine oversight of photo selection and permission for use - which sits with the PN committee who hosted the photographer for that specific photo/album.*
- *It is anticipated that any review of the repository, which will involve partner PNs, will provide a forum to discuss and agree the need for a change to or update of the repository management and oversite (as described in these FAQs).*

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APPENDIX A

Contact
- Professional Network(PN)/CSP wishing to view and/or select photographs or use from the repository to contact the AGILE administrator via email at contact.agilephysio@gmail.com

Arrange
- The AGILE administrator will arrange with PN/CSP a date and time for a Zoom meeting to view photos (this step may not be required every time. For example, the PNs who supported the photographer quality assured the photographs taken and approved they could be included in the respository. The PN may know exactly which photograph they wish to use without needing to review the respository via the AGILE administrator)

Select
- PN/CSP select photograph(s) from the repository. Limited to 5 photographs (unless permission to select more obtained) per request.

Approval to use source
- The AGILE administrator shares which PN and which photo(s) selected along with intended use with representative from the committee of PN who 'owns' the specific folder the photograph(s) are from. This may be more than one PN. The AGILE administrator asks PN to indicate if permissions to use photo(s) granted and if YES, administrator will log relevant information on the AGILE PN photograph repository database including name of PN selecting, named contact requesting photos & contact details, photo serial number(s), intended use, any authorised use of selected photos already, and name and contact of PN giving permission.

Permission granted
- The AGILE administrator will advise PN requesting the photo(s) whether they have permission and if so, if any conditions on yes; and if no, the reason(s) why. If no, the AGILE administrator will work with the PN requesting photos for use and PN owners of these to find alternative photos which can be used or working to find a solution.

Monitoring
- The AGILE administrator will monitor repository use database and will flag to AGILE chair and representatives from across the parnter PNs who 'own' the repository if there is a risk due to over selection of specific photographs from the repository by different PNs for different purposes; administator will also capture any feedback about gaps in the repository available such that if furhter funding be available scope to enhance the reposotiry by working with the photogrpaher to meet any gaps. The AGILE administrator wlll also capture information to inform furture optimisaiton of the repository, any issues or risks flagged by partner PNs, CSP or those seeking to use the photograph repository.