



Title: Photography and Filming Policy
Section: Organisational

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Policy Statement

The purpose of this policy is to ensure the collection and use of photographs and/or film taken by UBC staff, members and volunteers:

- protects the personal information of individuals
- respects the individual's right to control how and for what purpose their personal information is used
- complies with the Privacy Act 1988

Purpose and Scope

The aim of this policy is to:

- advise UBC staff, members and volunteers when photographs and/or film are to be taken and how they will be stored and used
- provide individuals/parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- control and manage how and when others collect and publish photographs and/or film of staff, members and volunteers
- obtain parents'/guardians' permission before children under the age of 18 photographs and/or film are published

Definitions

UBC: The Uncle Bobs Club

Sensitive information: is defined in the Privacy Act to mean information or an opinion about an individual's:

- racial or ethnic origin;
- political opinions;
- membership of a political association;
- religious beliefs or affiliations;
- philosophical beliefs;

- membership of a professional or trade association;
- membership of a trade union;
- sexual preferences or practices; or
- criminal record.

‘Sensitive information’ also includes health information and genetic information about an individual that is not otherwise health information.

Policy

UBC’s photographing and filming will operate in accordance with the Privacy Act 1988.

Consent is not required to collect images of identifiable individuals unless the image records sensitive information about the individual. However, you must take reasonable steps to make sure the individual is aware of the following:

- who you are and how they can contact you
- how, when and from where the images are being taken
- if the collection of the images is required or authorised by law
- what you are taking their image for
- if there are any consequences for them if you don’t collect their image
- any other organisations or people with whom you usually share personal information
- how they can get access to it later, and
- whether you are likely to send the images overseas.

For example, you need to tell the individual if you are taking photographs for a website which is not hosted in Australia. However, you may not need to explain when and how the photographs will be taken if it will be obvious from the circumstances and you won’t need to provide your contact details if the individual has them already.

Consent

Individuals are sensitive to photographs and video of them being published, particularly on the web. UBC staff, members and volunteers will gain consent (excluding public events) after telling them, in as much detail as possible, about what their picture will be used for and who will be able to see it.

Permission Form

Permission forms will be filled in at the time of photography or filming. All permission forms must be saved with the photos on UBC Data.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Associated Policies, Procedures and Other Documents

- Privacy Act 1988

References

- Posting photos and video's – Office of the Australian Information Commissioner
<https://www.oaic.gov.au/privacy/guidance-and-advice/posting-photos-and-videos/>

Policy Name: Photography and Videography Policy

Responsible Director: Marketing

Functional Area: Organisational

Date adopted: 26th April 2020

Review Date: 26th April 2023

Review History

Date	Review Details	Action

PHOTGRAPHY AND VIDEO POLICY

I confirm I have read and understood the Photography and Video Policy

Staff Signature Date

Print Name