

## Images and Video Policy

### 1. INTRODUCTION

The Y Hobart is a child safe organisation and upholds a commitment to ensure the collection and use of participant Images and/or videos will:

- Protect 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 relevant legislative requirements.

### 2. POLICY STATEMENT

The Y Hobart will:

- Advise parents/guardians/carers when Images and/or videos are to be taken and how they will be stored and used and published. This will be provided in enrollment material and accessible on The Y Hobart website.
- Provide parents/guardians/carers with the choice to withhold or withdraw consent for their child to be photographed or videoed.
- It is the parent/guardian’s responsibility to inform the Y Hobart if they wish to change the status of the Image/video release throughout the time they are participating in the services. Requests to change must be in writing.
- Consider whether to allow parents/guardians/carers to photograph or video their children participating.
- Photographs taken by The Y Hobart will be taken on an approved device. Once uploaded to OneDrive/Lightroom or social media/websites by close of event they will be deleted from the device the content was taken on.
- Images taken by The Y Hobart are the property of the Association.
- The Y Hobart retains the right to publish images of consenting individuals.

### 3. IMAGES AND VIDEO

Images and video of participants are considered “personal information” and therefore their use and disclosure are governed by the Information Privacy Act and the Information Privacy Principles contained within it. Images and video of participants may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).

### 4. COLLECTION, USE AND DISCLOSURE BY THE Y HOBART

To comply with the Information Privacy Act, consent will be required from parents/guardians/carers/Participant before The Y can collect and use Images and video.

This table summarises what documentation is required to enable The Y Hobart to collect, use and disclose video and images.

Collection Type	The Y Hobart Use	Documentation Required
Images and video	Storage on Y Hobart OneDrive/lightroom/Post straight to socials.  Taken on an approved device and deleted once uploaded to onedrive/lightroom and or socials.	Implemented Image and Video Policy available to Y Hobart People and customers.  Consent recorded on software platforms

	<p>Written approval from parents, guardian, carers on enrolments and membership applications</p> <p>May be displayed on Annual reports, social media pages, Internal and external newsletters, media releases, website</p>	
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## 5. THIRD PARTY PHOTOGRAPHY AND VIDEO AT Y HOBART FACILITIES

The Y Hobart has a responsibility to ensure that Images and video taken on premises by third parties are approved by The Y Hobart staff.

This table summarises what documentation is required to enable third parties to collect photographs and video

Third Party	Documentation Required
Parents / guardians/carers/participants	<p>Video/Images must not be collected of other children or members of the community that have not consented to their images being taken and/or published.</p> <p>You must seek verbal approval from a Y Hobart employee to take a photo with no other person in this photo</p>
Official Photographer	Booking confirmation completed
User groups/hire groups	Booking confirmation completed

## 6. PROCESS FOR OPTING OUT OF PHOTOGRAPHY

Non- consenting participant/ parent/guardian/career must place in writing/ on enrolment their request to be excluded from any photography and filming. The status may be changed in writing at any time

## 7. REPORTING OF UNAUTHORISED PHOTOGRAPHY AND VIDEO

- All Y Hobart people have a responsibility to ensure the Policy is being implemented.
- If there is suspicious photography or filming, we ask that employees/contractors/volunteers and guests to report the following information to a Y Hobart Staff member

Y Hobart personnel will follow up with the suspected

If the Y are unsatisfied with the response, they may ask the individual to refrain from taking images, ask them to delete the images and/or ask them to leave the facilities.

If the request to leave the premises is not respected, then The Y Hobart may contact the Police.

## 8. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Senior Team	Responsible for reviewing and updating the Image and Video policy and supporting resources.  Responsible for providing advice in the application of this Policy
All Y People	Responsible for adhering to the requirements of the policy.  Responsible for monitoring that user groups, hire groups, parents, carers and guardians adhere to the Policy.
Parents/guardians/carers/Participants	Authorise or not Authorise Y Hobart employees with consent to collect, use and publish images.  Provide updated information to the Y in writing of any changes to the status of consent/non consent to photography and filming at the Y.  Adhere to the Policy as it is intended.

## 9. MONITORING, EVALUATION AND REVIEW

The Y Hobart Senior Team is responsible for reviewing and updating this policy on a bi-annual basis.

The Policy once approved or updated will be published on the website, Customer facing software and publish on The Y Hobart Team channel.

All Y Hobart People are responsible for complying with this policy.

## 10. SUPPORTING DOCUMENTS

This Policy is supported by several Y Hobart policies that ensure the privacy and safety of our patrons and guests.

Please find a list of related documents below:

- Code of Conduct Policy
- Safeguarding Children and Young People Policy & Procedures
- Privacy Policy

DOCUMENT NAME
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Images and Video Policy

**PARTICULARS**

<b>Document Status:</b>	Draft	<b>Version:</b>	1
<b>Authored by:</b>	Management Team	<b>Approved by:</b>	CEO Richard Martin 
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**VERSION HISTORY**

Version	Revision date	Approved by	Summary of changes
1			