

1. Introduction

- 1.1 This policy contributes to wellbeing of participants and volunteers by providing an environment where images, including photographs and videos, cannot be obtained or used to the detriment of the individuals.
- 1.2 However, publicity may also have its benefits and Sunshine Coast RDA would like to continue to access such benefits for the following reasons:
 - 1.2.1 Publicity for members, including children, and vulnerable adults, can empower them and affirm their worth as human beings with stories and opinions that are worth hearing.
 - 1.2.2 Photos and articles can raise awareness of the organisation's needs generally, and can help raise funds for a good cause.
 - 1.2.3 Photos and articles can raise awareness of the needs and of the achievements of members of the organisation including those who experience disability.
- 1.3 This policy describes the restrictions applicable to obtaining, and the use of, images at SCRDA including the circumstances where images may be used.

2. Scope

- 2.1 This policy applies to all members, volunteers, participants and visitors to SCRDA while on SCRDA property.
- 2.2 The policy applies to all members, volunteers and participants when dealing with images related to SCRDA.
- 2.3 The term images when used in this Policy & Procedure applies to photographs, video and audio recordings.

3. Policy

3.1 Capturing Images

- 3.1.1 Capturing images of members, volunteers and participants requires their approval or the approval of the parent, caregiver or guardian.
- 3.1.2 Young children and vulnerable adults cannot give consent to the capturing or use of their images without assistance from a parent, caregiver or guardian. Obtaining a child's or the vulnerable adult's consent only is not acceptable.
- 3.1.3 Sunshine Coast RDA will not allow any photographer, professional or amateur, access to a child or vulnerable adult for personal or unsupervised photo sessions.
- 3.1.4 Cameras, including camera phones, are not to be used inside changing areas, showers and toilets on SCRDA properties.

3.2 Publishing Images

- 3.2.1 Parents or guardians must give free and informed permission for the publishing of any images. They are to be advised of the intended use of the photos, e.g. media release, website or social media.

- 3.2.2 Members and volunteers who agree to the capturing of their images also agree to them being published, with names, in internal SCRDA publications such as the Newsletter.
- 3.2.3 If images of members and volunteers are to be used externally, e.g. media releases, website or social media, then permission is required, including permission to use the subject's names.
- 3.2.4 The Newsletter will be distributed outside SCRDA, but only to interested parties such as schools, sponsors and politicians. These parties are considered internal and hence excluded from requiring permission as required in para. 3.2.3.
- 3.3 **Public Events.**
- 3.3.1 Members and participants will be exposed to the mass media and events such as Open Days where SCRDA will have limited control over visitors and their use of cameras. Members and participants will be advised of these events and given the option to not participate.

4. Procedure

4.1 Capturing Images

- 4.1.1 All members, including participants, have the opportunity when completing the membership application form to give permission to have images taken of them. This permission information will be maintained as part of the membership register.
- 4.1.2 The Secretary will provide, on request, a list of photo permissions recorded on the membership database. Such requests must be accompanied by a valid reason. The Secretary has the sole discretion in determining if a reason is valid.

4.2 Publishing Images.

- 4.2.1 When selecting images for inclusion in newsletters and internal documents the author / editor will check the photo permissions of subjects in the images.
- 4.2.2 When selecting images for external publication, e.g. social media or the website, permission must be obtained from the subjects in the images, including whether they agree to be named. This permission may be obtained verbally but must be recorded on an Authority to Publish form. (This is in addition to the photo permission on the membership application).
- 4.2.3 SCRDA will only select images which are not likely to be used by others in an inappropriate manner, are relevant to SCRDA activities and promotes SCRDA. Identification information such as name, residential address, email address or telephone number will not be used without the specific and written approval of the parent or guardian. SCRDA will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

4.3 Public Events.

- 4.3.1 When SCRDA become aware of public events or upcoming exposure to mass media, a general caution shall be issued to members and parents / guardians and giving them the options to avoid exposure.

4.4 Breaches.

- 4.4.1 Breaches of this policy will be subject to the Complaints & Discipline Procedure.
- 4.4.2 Where breaches involve a perceived threat to the wellbeing of a child or vulnerable adult the matter will be referred to the Police.

5. Responsibilities

5.1 Table 1 - Responsibilities

Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> • Ensure compliance with this Policy; •
Management Committee Members	<ul style="list-style-type: none"> • Monitor compliance with the policy being particularly mindful that members may inadvertently breach the policy with the best of intentions. • Secretary to maintain the list of photo permissions as part of the Membership Register. • Secretary to maintain the list of photo permissions from parents and guardians.
Authors / Editors / Webmaster / Social Media Managers.	<ul style="list-style-type: none"> • Actively monitor the use of images and ensure the necessary permissions are obtained and filed.

6. Related Documents

- 6.1 Membership Register for photo permission.
- 6.2 Authority to Publish Form.