

PHOTOGRAPHS OF STUDENTS PARTICIPATING IN G.A.T.E.WAYS PROGRAMS

Photographs and film

Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the *Information Privacy Act 2000* (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the *Copyright Act 1968* (Copyright Act).

Purpose of this policy

To ensure the collection and use of student photographs and/or film in G.A.T.E.WAYS programs:

- 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 relevant legislation

Policy

G.A.T.E.WAYS must:

- control and manage how and when others collect and publish photographs and/or film of students
- obtain parents'/guardians' permission during the enrolment process before student photographs and /or film are published

G.A.T.E.WAYS staff and contractors are permitted to take photographs if:

- the context is directly related to participation in a G.A.T.E.WAYS program
- the child is appropriately dressed and posed;
- the image is taken in the presence of others

If an image is taken on a personal device such as a mobile phone, once the image has been forwarded to G.A.T.E.WAYS it must be deleted from the device.

The staff member or contractor taking photographs is strictly prohibited from uploading images to the cloud or photo storage apps.

Use of images

Images of the children should only be distributed/displayed within the G.A.T.E.WAYS community. Images are not to be distributed (including as an attachment to an email) to anyone outside G.A.T.E.WAYS, without approval from the Directors.

- whether the school permits the media to take photographs and film of the students and the notification, consent and publication procedures and protocols that the school will follow

- whether the school permits parents/carers and students to record school performances, school activities and other school approved activities