

Photo and Video Release Policy

The Senior Minister, Church Wardens and the Parish Council of St Alfred's Anglican Church in Blackburn North adopt the following policy.

1. Name of Policy

This policy is named *Photo and Video Release Policy*.

2. Commencement

This policy commences on 16th February 2015 and is not backdated.

3. Application

This policy applies to church members and church workers at St Alfred's, including the senior minister, ministers, staff, church wardens, parish council, and any person who regularly works in a St Alfred's ministry.

Photos and videos that have been obtained from commercial sources and do not contain images of people associated with St Alfred's, either current or past, are not subject to this policy.

4. Definitions

Identifiable Person	A person who can reasonably be identified in a photo or video.
Minor	A person under the age of 18 years at the time of the signing of the Release.
Release	The agreement to the release of photos or videos.
Responsible Person	The Senior Minister or delegate.

5. Abbreviations

St Alfred's	St Alfred's Anglican Church, Blackburn North.
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6. Statement of Intent

St Alfred's is committed to ensuring that all identifiable people in a photo or video have agreed to the use of their image by St Alfred's and have signed a Release to that effect.

7. Legislative Requirements

- 7.1. Government statutory requirements are:
 - 7.1.1. Privacy Act 1988 (Commonwealth) Privacy; and
 - 7.1.2. Data Protection Act 2014 (Vic).
- 7.2. There are no known statutory requirements of the Anglican Church of Australia within the Diocese of Melbourne in Victoria.

8. Procedure

- 8.1. No photo or video may be used by St Alfred's unless and until a Release has been signed in relation to each Identifiable Person.
- 8.2. Except as provided in clause 8.4 where the Identifiable Persons is over 18 years of age the Release must be signed by the Identifiable Person. Where the Identifiable Person is aged less than 12 years the Release must be signed by a parent or guardian of the Identifiable Person. Where the Identifiable Person is aged over 12 years but under 18 years the Release must be signed by both the Identifiable Person and a parent or guardian of the Identifiable Person.
- 8.3. Where the Identifiable Person is a Minor it is desirable that the signature of both parents or all guardians (if more than one) be obtained on the Release but it is recognised that it is not always practicable to do so. However under no circumstances should a photo or video of a Minor be used where the Responsible Person is aware that a parent or guardian is opposed to the use of the image irrespective of whether a Release has been signed by the other parent or guardian.
- 8.4. If for any reason the Responsible Person believes that the Identifiable Person although over 18 years lacks the capacity to consent to a Release then the photo or video shall not be used without a Release signed by the Identifiable Person where practicable and by a person authorised to consent on their behalf.
- 8.5. The following information shall be collected with the Release in relation to all Identifiable Persons.
 - 8.5.1. The given name/s and family name of the Identifiable Person.
 - 8.5.2. The commencement date of the Release.

- 8.5.3. The given name/s and family name of all parents or guardians signing the release on behalf of a Minor under 12 years of age or together with a Minor over 12 years of age.
- 8.5.4. A current email address for all signatories to the Release, where available.
- 8.5.5. A current contact telephone number for the all signatories to the Release, where available.
- 8.6. In the case of the senior minister, ministers, staff, church wardens and members of parish council the Release shall continue in force so long as he or she remains in that role unless consent is withdrawn under clause 8.7. In all other cases the Release shall remain in force for 12 months.
- 8.7. Consent to the Release may be withdrawn at any time by any signatory to the Release after which the photo or video incorporating an image of the Identifiable Person shall not be used in any new material of any kind. However, the withdrawal of consent does not affect the use of an image incorporated in existing material at a time when the Release was valid unless good cause can be shown why the image should not be used.
- 8.8. Every effort shall be made to ensure that the image of the Identifiable Person is not used in a way that would embarrass, injure or defame the Identifiable Person.
- 8.9. The Responsible Person has responsibility for oversight, enforcement and promotion of this policy.
- 8.10. The Office Manager or delegate shall maintain the records required under this policy. Such records shall be maintained in a secure place.

Release

The Release will be signed and shall contain these words:

This Release shall commence on the start date specified and conclude after 12 months/conclude when the Identifiable person ceases to hold their current role*.

For all photos or videos taken during the period of this Agreement:

1. I hereby grant to St Alfred's Anglican Church, Blackburn North and any agents acting with authority and permission, the absolute right and permission to use, reuse, publish, and republish the photos and or videos, in whole or in part, or composite or manipulated, without restriction as to changes or alterations from time to time.
2. I also consent for the photos or videos to be associated with any other form of media when released as a finished product. I also acknowledge that the Identifiable Person in any photo may be named.
3. I hereby waive any right that I may have to inspect or approve the finished product or products that may be used in connection therewith or the use to which it may be applied.
4. I hereby release St Alfred's Anglican Church, Blackburn North or agents acting on its behalf from any liability in the subsequent handling or management of this photo or video including without limitation any claims for defamation or invasion of privacy.
5. I hereby agree that clauses 1 to 5 will not terminate at the end of this Agreement and shall be binding upon me and my heirs, legal representatives, and assigns for all photos and videos taken during the period of this Agreement.

I hereby warrant that I am of full age and, if this release involves a Minor, I have every right to contract for the Minor in the above regard. I state further that I have read the above authorisation, release, and agreement prior to its execution and that I am fully familiar with the contents thereof.

*Delete as appropriate.

Policy Review

This policy should be reviewed by the St Alfred's Parish Council at least every 24 months after the date of first approval.