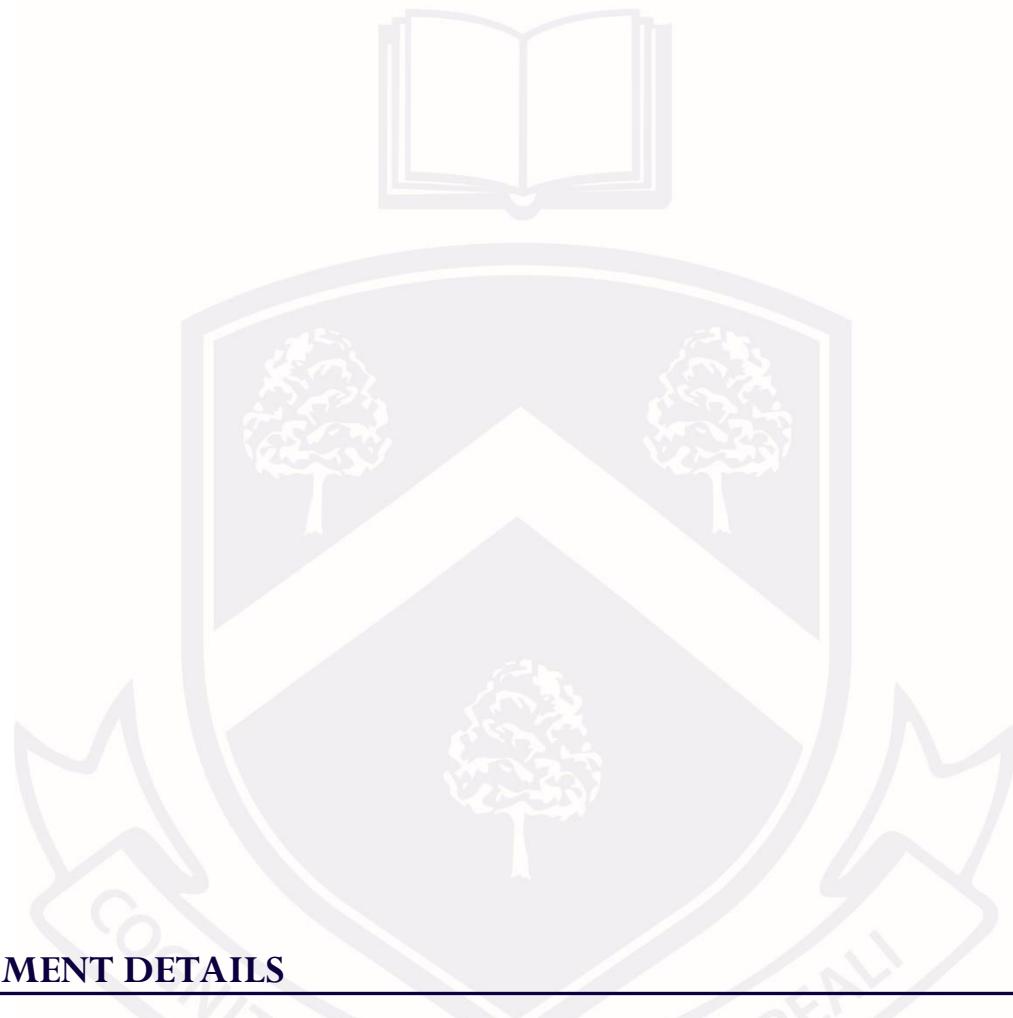




2025

RIVERSIDE EDUCATION PHOTOGRAPHING & FILMING CLIENTS POLICY



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PHOTOGRAPHING & FILMING CLIENTS POLICY

PURPOSE

To explain to our community how Riverside Education will collect, use and disclose photographs, video and recordings of clients, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings ("images") of clients.

POLICY

This policy outlines the practices that Riverside Education has in place for the collection, use and disclosure of images of clients to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Riverside Education will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within Riverside Education for Riverside Education purposes (i.e. ID photos, ILPs), whilst disclosure is used for images which are shared and distributed outside of Riverside Education staff and are available to other clients, parents/carers and the wider community.

IMAGES FOR USE AND DISCLOSURE WITHIN THE COMMUNITY AND ORDINARY COMMUNICATIONS

Riverside Education will ensure that parents/carers are notified upon enrolment in a program of the ways in which we may use images of clients. There are many occasions during programs where staff photograph, film or record clients participating in activities or events, for example excursions. We do this for many reasons including to celebrate client participation and achievement, showcase particular learning programs and to document a client's learning journey/excursions.

Riverside Education will use client images reasonably, appropriately and sensitively, consistent with our obligations under the *Child Safe Standards* and our *Child Safety Policy*.

If at any time a parent/carer or client has a concern about the use of any images or wishes to withdraw their consent for any future collection, use or disclosure of images of their child, they should contact us via email at info@riverside.org.au or on 0406304888.

Parents/Carers can contact us at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- there may be occasions when we will record large group events such as Graduation Ceremonies and if your child participates, they may appear in these recordings.
- Riverside Education can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Parent/Carer consent is obtained on enrolment or by signing the consent form or the relevant section of the Trial form.

IMAGES TO BE USED OR DISCLOSED OUTSIDE THE RIVERSIDE EDUCATION COMMUNITY

External use or disclosure by Riverside Education

Specific consent will be sought individually from parents/carers/ clients for the use of photographs, video or recordings in publications that are accessible to the public. This includes promotional materials, newsletters and updates to the community. For any purposes outside this scope additional consent must be obtained. Consent must address the details of use including format, audience and expected time frame. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, may seek to photograph, film or record clients for a news story or event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When we receive such requests, Riverside Education will:

- seek advice from the relevant mental health service
- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Clients will only be photographed, filmed or recorded by the media if express consent is provided for that specific media event. Riverside Education do not own or control any photographs, video or recordings of clients taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of clients by or to third parties which is not otherwise covered by this policy, Riverside Education will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

GRADUATIONS AND OTHER APPROVED ACTIVITIES

Riverside Education permits parents/carers, clients and invited guests to photograph, film or record events and other approved activities.

Riverside Education requests that parents/carers, clients and invited guests who photograph, film or record activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Riverside Education does not own or control any images of clients taken by parents/carers, clients or their invited guests at activities.

IMAGES TO MANAGE CLIENT BEHAVIOUR OR FULFILL OUR LEGAL OBLIGATIONS

On occasion, it may be necessary for staff to photograph, film or record clients when necessary to:

- fulfill legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to clients, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Riverside Education does not require or obtain consent from parents/carers or clients to photograph, film or record clients for these reasons. However, when Riverside Education photographs, films or records a client for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

STAFF USE OF PERSONAL DEVICES

Riverside Education Staff may use their own personal devices to capture images of clients for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the organisation's database and delete the images from their device within a week of the images being captured.