

Photographing, Filming and Recording Campers Policy

– Log Cabin Camp

PURPOSE

To explain to client groups how Log Cabin Camp will collect, use and disclose photographs, video and recordings of campers, how client group consent can be provided and how it can be withdrawn.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 client groups. It does not cover the use of Closed-Circuit Television (CCTV).

DEFINITIONS

Log Cabin Camp – For the purposes of this policy, the term "Log Cabin Camp" pertains to the organizational entity responsible for the management of all company campsites, namely Log Cabin Camp Main Site, Log Cabin Camp Homestead, and Adekate Camp & Adekate Bush Tent Site.

Uniformity in policies and procedures is maintained across all locations, rendering staff members at any given site equally subject to the established guidelines.

POLICY

This policy outlines the practices that Log Cabin Camp has in place for the collection, use and disclosure of images of campers to ensure compliance with the Privacy and Data Protection Act 2014 (VIC). It also explains the circumstances in which Log Cabin Camp will seek client group consent and how consent can be provided and/or withdrawn.

Log Cabin Camp will use camper images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and our camps Child Safety & Wellbeing Policy. If at any time a client group or an individual from a client group have a concern about the use of any images they should contact the Camp Manager on 03 5345 2756. In addition to the processes outlined below, parents/carers can also contact the Camp Manager in writing by sending an email to admin@logcabincamp.com.au at any time to withdraw their consent for any future collection, use or disclosure of images of themselves or a related camper, however:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.

Advertising & Social Media/Policy

All brochures/posters/media posts displayed on physical site or online must be approved by management before being displayed.

Posts made to the Log Cabin Camp Facebook & Instagram page are under the administration of office staff. Employees are not to take photos of clients unless asked to do so by the client or have written permission from the client group. We will on occasion share a post from a school or client group that discusses a recent camp, on the assumption that parents have given permission to the school to share images of their child on social media. We may also on occasion use these shared photos in advertising or on our website.

If photography, filming or recording of campers is planned, schools will be provided with a permission form for each child prior to camp. These forms must be completed and returned before

arrival. As photography and recording rarely occur, this permission form will only be issued when required and will not be sent to all clients.

Log Cabin Camp is committed to the principles of equal opportunity. As part of the advertising/social media display policy, Log Cabin Camp will not display any materials that are deemed to be sexist, obscene or otherwise offensive.

NOTE: campers **must** be asked before any photos are taken, if they do not wish to have any photographs of themselves or the group, none will be taken. Any customer who has missed the chance to object to being displayed on social media/advertising but later decides the content including themselves should be removed has the right to request removal.

Staff use of personal devices

Camp staff may use their own personal devices to capture images of campers for reasonable and legitimate camp purposes (as detailed above). If this occurs, staff are expected to upload the images to the camp database and delete the images from their device within a week of the images being captured.

Policy status and review

Camp Managers are responsible for reviewing and updating the Policy at least every two years.

Approval

Created date	17/12/25 by Beth Oswin
Consultation	Christine Laidlaw
Endorsed by	Grant Laidlaw, Camp Manager
Endorsed on	17/12/25
Next review date	17/12/27