

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and disclose photographs, video and recordings of campers, how client group consent can be provided and how it can be withdrawn.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).

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the circumstances in which Log Cabin Camp will seek client group consent and how consent can be provided and/or withdrawn.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- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.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 take photos of clients unless asked to do so by the client or have permission from the client group.

Permission for Photography, Filming and Recording, is given by a client group via signing the Log Cabin Camp General Conditions of Hire Form. The form also provided details of how to notify Log Cabin Camp if they do not wish to have Photography, Filming or Recording of their client group.

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. Any customer who has missed the chance to object to be displayed on social media/advertising but later decides for the content including themselves to be removed has the right to do so.

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	13/1/23 by Beth Oswin
Consultation	Christine Laidlaw
Endorsed by	Grant Laidlaw, Camp Manager
Endorsed on	16/1/23
Next review date	16/1/25