



SCHOOL SPORT VICTORIA

PART A: PHOTOGRAPHY, FILMING AND RECORDING STUDENTS POLICY

PART B: PRIVACY COLLECTION NOTICE

PREAMBLE

School Sport Victoria (SSV) is a sub-committee of the Department of Education and Training (DET) and as a part of the Department, the SSV is governed by the [Department's Privacy Policy](#). This policy is to be read in conjunction with your school's photography and filming policy and the Department's Information Privacy Policy

SSV is responsible for the organisation and administration of school sport for member schools at the Primary and Secondary level across Victoria. In the performance of this function, SSV will be required to collect **personal information** for the purposes of carrying out these functions. Photographs and recordings of students is classified as personal information for the purposes of the *Privacy and Data Protection Act 2014 (Vic)*.

PART A: PHOTOGRAPHY, FILMING AND RECORDING STUDENTS POLICY

This policy applies to the general collection, use and disclosure of photographs, films and recordings ("images") of students. It does not cover the use of Closed Circuit Television (CCTV).

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 It also explains the circumstances in which SSV will seek parent/carer consent and how consent can be provided and/or withdrawn.

During SSV sporting events, SSV staff may photograph, film or record students participating in SSV activities or events. We do this for many reasons including to celebrate student participation and achievement, communicate with our parents and school community and to promote SSV events on the SSV website and other social media accounts.

SSV staff and photographers utilised by SSV will be clearly identifiable in a marked vest. All SSV events with photography or filming will also be clearly marked with posters or screens stating that this event will be photographed or filmed. Information about photography and media attendance may be included in event invitations.

Images of students will be collected using a variety of equipment that may include, but not limited to, video cameras, digital cameras, smartphones and remotely piloted aircraft (drones). The use of drones will comply with the *Civil Aviation Safety Regulations (CASA) Part 101* and the *DET Use of Remotely Piloted Aircraft (drones) on School Grounds policy*.

Images of students may be used in publications that are accessible to the public via:

- SSV website
- SSV social media channels including, but not limited to, YouTube, Facebook, Instagram, LinkedIn, Twitter and Team App.

SSV will use student images reasonably, appropriately and sensitively, in accordance with any privacy and safety considerations. If at any time a parent/carer or student has a concern about the use of any images they should put that request in writing attention to the SSV Chief Executive Officer at school.sport.victoria@edumail.vic.gov.au.

Withdrawing Consent

In addition to the processes outlined below, parents/carers can contact the SSV Chief Executive Officer at school.sport.victoria@edumail.vic.gov.au at any time to withdraw their consent for any future collection, use or disclosure of images of their child. Once the written request is lodged, SSV will take action on the request. This may include making contact with the family that made the request for the purposes of clarification only, notifying the SSV Coordinators, informing the media team, and giving the child a wristband so the media team understand that the child has requested to be exempt from any photography and filming at this event.

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 SSV will photograph or record students at large group events and make those recordings available to the SSV community through DVD sales etc, and if your child participates, they may appear in these recordings which will be available to the whole school community.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- On SSV's website
- On the SSV's social media accounts , including Youtube, Facebook, Twitter, Team App and Instagram.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests SSV will:

- Provide parents 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.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, films or recordings of students 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 students by or to third parties which is not otherwise covered by this policy, SSV will:

- Provide parents 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.

If you have any questions or concerns regarding photography at a SSV event please speak with staff at your school and/or SSV staff.

PART B: PRIVACY COLLECTION NOTICE

Personal Information that may be collected for the purposes of conducting SSV events include

- Student's name
- School
- Gender and
- Date of birth. Date of birth is collected to ensure that the student competes in an age appropriate event/team using age appropriate modifications as required by the sport.

Such information will be collected when required to fulfil SSAV's functions, as well as to satisfy legal obligations such as duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, this may affect SSV's ability to perform its functions and to fulfil these legal obligations to your child

SSV values the privacy of every person. When collecting and managing personal and health information, all SSV staff must comply with Victorian Privacy Laws. For more information about privacy, including how to access personal and health information held by SSV and the Department about you or your child, please refer to the [Department's Information Privacy Policy](#)

School Sport Victoria will only use or disclose personal information about students, with parents or staff, when it is necessary for SSV to carry out its functions outlined above or to fulfil a legal obligation. In some limited circumstances, information may be disclosed outside of the Department of Education and Training.

IMPLEMENTATION

1. This policy reflects current practice.
2. The policy can be found on the SSV website
3. Updates to this policy will be circulated to all schools and all coordinators via the SSV Website, Social media and the SSV eBulletin

ENDORSEMENT

This policy was endorsed by the School Sport Victoria Board of Management on February 2020

REVIEW

This policy will be reviewed and updated from time to time to take account of new laws, technology and processes.