

Photo, Video and Live Streaming Release Policy

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SECTION 1 - INTRODUCTION

SCOPE

This policy applies to all Members, Volunteers and staff at St Alfred's, and any person who regularly works in 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.

DEFINITIONS

Word/Term	Definition
Identifiable person	A person who can reasonably be identified in a photo, video or live stream event.
Implied release	Permission to release a photo or video of an identifiable person, which is implied from the person choosing to sit in a seat identified as visible to the live stream.
Members	Anyone who regularly attends services at St Alfred's.
Minor	A person under the age of 18 at the time of signing the release.
Release	The agreement to release the photo or video.
Responsible person	The Senior Minister or his appointed delegate.
Video	Video includes moving images whether pre-recorded or live streamed.
Volunteer	A person who is the holder of a voluntary role or office at St Alfred's as a Ministry Volunteer or a Service Volunteer.

ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North.

LEGISLATIVE CONTEXT

Name	Location
Privacy Act 1988 (Commonwealth)	https://www.legislation.gov.au/Details/C2021C00452
Data Protection Act 2014 (Vic)	https://ovic.vic.gov.au/data-protection/

SECTION 2 - POLICY

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. Except in the case of live streaming, where release will be implied in specific circumstances, St Alfred's will ensure they hold a signed release as evidence of consent to the publication of the image or images.

SECTION 3 - PROCEDURE

PROCEDURE

3.	Procedure
3.1	<p>Photos and Pre-Recorded Video</p> <p>Except as provided in clause 3.2, no photo or pre-recorded video may be used by St Alfred's unless and until a Release has been signed in relation to each Identifiable Person.</p>
3.2	<p><u>Live Streaming</u></p> <p>a) Where a video is to be live streamed, areas of the room or rooms to be used for the live streaming will be identified before the recording commences as being outside of camera view for the live stream (off-camera areas).</p> <p>b) All attendees at the live stream event will be advised of where the off-camera areas are located and will be given the option of sitting in these areas if they do not consent to having their image included in the live stream. All attendees who do not choose to sit in the off-camera areas will be deemed to have consented to their image appearing in the live stream.</p> <p>c) Some events may be both live streamed and recorded. Where it is intended that an event be live streamed and recorded, attendees will be advised before live streaming and recording commences and given the option of sitting in an off-camera area. A separate signed release form will not be required where implied consent applies.</p> <p><u>Duration of Live Streaming Videos</u></p> <p>d) Video recording of the full event will be available for public viewing on social media for up to 3 weeks.</p> <p>e) Thereafter, the full event video will be replaced with a shortened version comprising of only the bible reading and sermon.</p> <p>f) The Full event video will be kept in the archive for as long as is required.</p>

3.3	<p>Signed Release Forms</p> <p>a) Where a signed release form is required, except as provided in clause 3.3 c) where the Identifiable Person 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.</p> <p>b) 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 notwithstanding that a Release has been signed by the other parent or guardian/s.</p> <p>c) 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.</p>
3.4	<p>Information to be Collected on the Release Form</p> <p>The following information shall be collected with the Release in relation to Identifiable Persons:</p> <p>a) The given name/s and family name of the Identifiable Person;</p> <p>b) The commencement date of the Release;</p> <p>c) The given name/s and family name of all parents or guardians signing the Release on behalf of a Minor under 12 years or together with a Minor over 12 years;</p> <p>d) Current contact details for all signatories to the Release.</p>
3.5	<p>Duration of Consent</p> <p>a) 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 3.6 a);</p> <p>b) An Implied Release continues in force except as set out in clause 3.6 b);</p> <p>c) In all other cases the Release shall remain in force for 5 years for adults or 12 months for Minors.</p>
3.6	<p>a) Except as set out in clause 3.6 b) consent to the Release may be withdrawn at any time by any signatory to the release. After consent has been withdrawn 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;</p> <p>b) An Implied Release cannot be withdrawn. However, where the video covered by the Implied Release was both live streamed and recorded an Identifiable Person may request that the recording be deleted or otherwise altered so that they are no longer identifiable. How the request shall be actioned if at all is at the discretion of the Responsible Person.</p>
3.7	<p>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.</p>

SECTION 4 - GOVERNANCE

RESPONSIBILITY

Policy Owner	Governance Committee
Policy Oversight	Responsible person/Ministry Leader
Record Keeping	Office Manager/Administration

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.3	Feb 2015	Parish Council	Mar 2017	
1.4	21 Mar 2022	Parish Council	Apr 2024	
1.5	18 Jul 2022	Parish Council	Aug 2024	
1.6	21 October 2024	Parish council	October 2026	

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Governance Committee
KEYWORDS
photo; video; consent form; photographs; recognisable; publication; picture; image; authorised;

PUBLICATION

For Group	Location
All church members and church workers at St Alfred's	https://stalfreds.elvanto.com.au/pages/governance/ https://www.stalfreds.org/about/parish-council/

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ATTACHMENT A:

(refer to Photo, Video and Live Streaming Release Form)