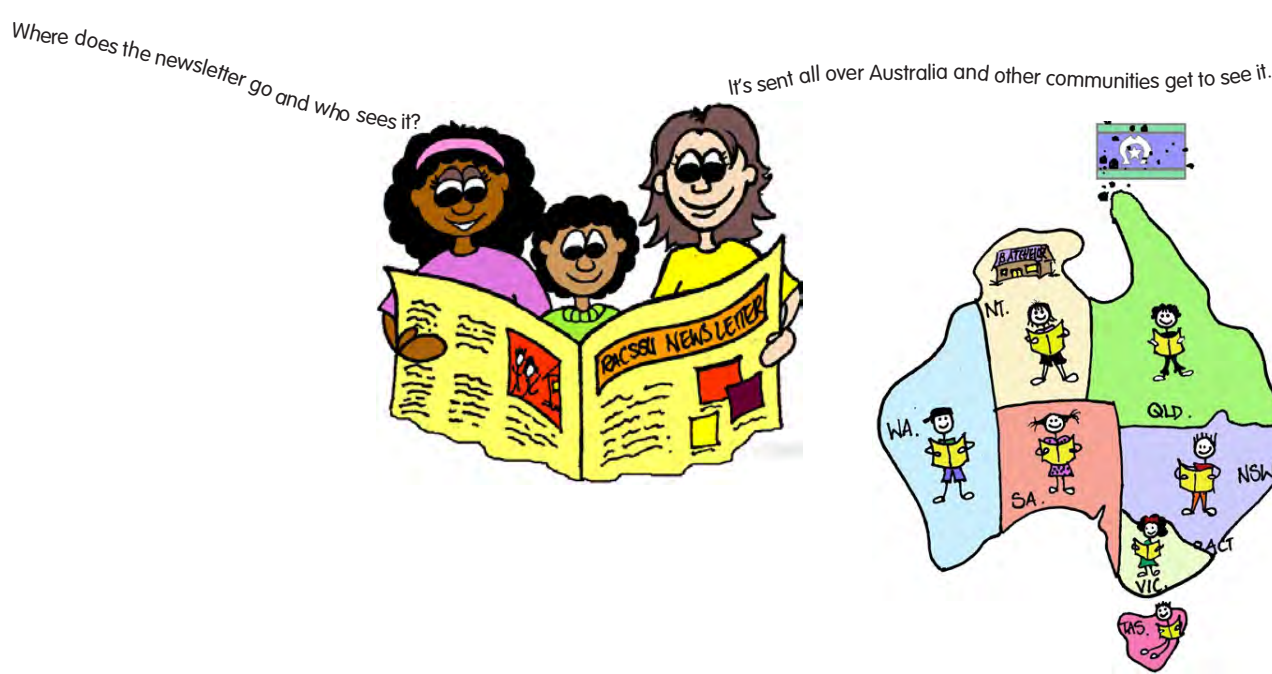


FOR YOUR INFORMATION

TAKING PICTURES OF YOU AND YOUR CHILDREN

Many people may come to visit your children's service in your community. Sometimes they want to take photos of you, other people you work with or the children in your children's service. When people come up to you and ask to take or to publish a photo of you, it can be hard to say 'no'. Sometimes you may say 'yes', and then think afterwards, 'I don't know where my photo will be in the future, or how it will be used!'.

This information sheet tells you some of the questions you can ask, so you can get the right kind of information you need about your photos and so you can make sure that your privacy rights are protected. This information is mainly about situations where someone from an organisation wants to take or publish a photo of you.



Privacy

Organisations must be careful to respect your privacy. If an organisation collects information about you, it must protect the privacy of your information. This means it must keep your details private, so that not everyone can see or have your personal information. Organisations must follow the government privacy principles and laws about how personal information can be collected, stored or used.



Batchelor Institute stores all photos in a secure filing system.

Photos and privacy

Photos are personal information. Organisations must be careful with people's photos. If someone from an organisation or government department asks to take or publish your photo, you need to think about five things: **Who? Why? What? Where? How?**



1. **Who** is the person with the camera and who do they work for?
2. **Why** does the person want to take the photo?
3. **What** will the photo be used for?
4. **Where** will the photo be kept and who will see it?
5. **How** can you get in touch with the organisation about the photo?

People from organisations should ask if you are happy for your photo to be taken. They should tell you what they want to use the photo for, and who they work for. It is alright for you to ask the person with the camera why they want the photo, what it will be used for, if you can have a copy, where the photo will be kept, and how you can find out what has happened to the photo.

Contact RACSSU staff on (08) 8946 3800

'It's okay! Just sign here'—Permission forms

People from organisations or government departments are supposed to ask you to sign a form to give them permission to use the photo they take of you. Make sure you understand the form. If you don't understand it, don't sign it. Try to find someone who can help you understand the form.

Government departments usually ask you to give them permission to use the photo anytime without asking you again. This means they can put your photo in any of their publications without having to find you to ask permission.

For example Batchelor Institute may ask to use a photo for one publication, or for many publications, e.g. educational resources, promotional materials or the Institute website. There is also a question on the form that asks to use the photo in the future for all Institute publications. You do not have to say 'yes' to this question. If you say 'yes', it means the Institute may use your photo, without contacting you each time the photo is used.



Have a think about what you want to do. If you are worried about how your photo may be used in the future, say 'no' to this question. The Institute can only use your photo for the purposes stated on the form. If the Institute wants to use the photo for something else, it has to ask for your permission again. Sometimes the purpose is for one thing like a newsletter. Sometimes a few purposes may be listed. For example, promotional materials (posters, bookmarks) and educational resources such as workbooks or CDs.