

CONSENT FOR USE OF IMAGES/VIDEOS

BACKGROUND

The Department of Foreign Affairs and Trade (DFAT) produces publications, and runs public awareness campaigns from time to time for the purposes of:

- publicising the programs and services of the portfolio independently and in conjunction with other agencies;
- informing stakeholders of changes and events in DFAT's areas of responsibility; and
- familiarising the public with the role and structure of DFAT.

Achieving these purposes involves the production and distribution of promotional material through such media as:

- external publications, such as newspapers and magazines;
- departmental publications, such as Annual Reports, posters, brochures, booklets and displays;
- television and radio segments or advertisements; and
- intranet and Internet sites, official social media platforms, such as YouTube, Twitter and Facebook.

DFAT's privacy policy is available at www.dfat.gov.au/privacy.html and contains information about access to or correction of your personal information and how you may complain about a breach of your privacy.

The copyright in images used for these purposes vests in the Commonwealth Government (DFAT)

DECLARATION

I give permission for images in which I, and/or my child/ward, appear to be used by DFAT for publications and public relations activities.

In particular, I note that this may include use in print and electronic media, including the Internet and official social media platforms. I understand that DFAT will not be accountable should overseas recipients of the images breach Australian privacy laws and that I will not be able to seek redress under the Privacy Act.

I have read and understand this notice, and consent to the collection, use and disclosure of my image, including disclosure to overseas recipients, as outlined.

Signed.....

Dated.....

SHOOT INFORMATION



Australian Government

Department of Foreign Affairs and Trade

Shoot

Date:

Image Details:

Photographer

Name:

Number:

Email:

Signature:

Approvals

Name of
Subject(s)/Parent(s)/Guardian(s):

EDRMS REFERENCE: ____/____

CONSENT FOR USE OF IMAGES/VIDEOS

GUIDELINES ON ETHICAL PHOTOGRAPHY

Photographs and videos taken by DFAT staff and affiliates should respect human dignity and ensure the rights, safety and well-being of the person or people being portrayed. This means:

- complying with local traditions or restrictions in taking or reproducing images of people, objects or places
- understanding national laws related to photography, filming and privacy rights
- gaining appropriate verbal or written informed consent before taking photographs or videos
- respecting a person's right to refuse to be photographed or video. If you sense any reluctance or confusion, refrain from taking the photo or video
- not causing harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their photograph or broadcast of any video
- not misrepresenting the individual, situation, context and location of the photograph or video
- absolutely no payments or any other form of compensation being provided to subjects in exchange for their photograph or video to be taken or for their consent or signed release for publication or broadcast

Photographs and videos of issues that are culturally sensitive, politically sensitive or socially stigmatised must protect the identity and privacy of individuals.

- Do not identify individuals. Position the camera in such a way that faces and other unique characteristics cannot be discerned.
- Obtain informed written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
- Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.

Photographs or videos of people with special needs are to be taken with particular care, compassion and protection of privacy.

- Photograph or videos all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
- Survivors of sexual exploitation, gender-based violence or abuse are not to be identified as such.
- An individual's status as a person living with HIV, TB or any other serious health conditions must not be revealed without informed written consent.
- An individual's engagement in sex work or other socially marginalised or criminalised (or criminal) activities must not be identified.
- Care must be taken in photographing or filming people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.

Photographs or videos of children taken for work related purposes must adhere to standards arising from [DFAT's Child Protection Policy](#). Before photographing or filming a child, staff or contractors must obtain informed consent from the child and a parent or guardian and explain how the image or video will be used. In group situations such as a classroom, confirmation of previous parental consent is to be obtained from a school principal or senior teacher. In addition:

- before photographing or filming a child, assess and comply with local laws, traditions or restrictions for reproducing personal images
- ensure photographs, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- images must be honest representations of the context and the facts
- file labels must not reveal identifying information about a child when sending images or videos electronically.

EDRMS REFERENCE: _____/_____