



Diocesan Film and Photography Guidelines

Parishioners have long enjoyed photographing their children's progress and activities within parish life and at Church. It's equally as important that children and young people feel happy with their achievements and have photographs and films of their special moments. Today this often includes sharing the images online and on social media. When other children in the background are identifiable, there can be concerns if their parents/carers have not given permission and the images become public. Some parents and carers may have general privacy concerns about images of their children being posted without their consent, or in some cases, there can be very real legal and safety concerns which could put a child, or family concerned, at risk if an image is made public online.

Privacy obligations

Under the Privacy Act, parishes must obtain consent from parents/carers before photographing or filming images of children for online use. Parishes with knowledge of personal information concerning children who cannot be identified publically for legal or other reasons generally may not disclose such information. The *Consent to Film and Photograph form* for parents and carers can be found within the Diocesan Social Networking Policy.

What can Parishes do?

Discussion of respectful and safe photography practices can be integrated as part of parish life and activities.

It is important that parishes make it clear to all in attendance that taking a photograph can be construed as obtaining personal information and therefore should be treated as any other item of personal and confidential information. Attendees are to be encouraged to use sensitivity when taking photographs and to confirm with the parents of children other than their own that they are comfortable to have their child included in photographs taken by someone other than their own family members. A similar courtesy should also be extended to adults who may be included in the photographs.

Additionally, where a parish considers it appropriate, it may restrict photography on its premises by setting conditions of entry. Where such restrictions are used they should be clear, tailored, publicised and capable of enforcement. For example, there may be a general parish policy in regard to sacraments that says '*No photography or recording is permitted during sacraments without the express permission of the parish priest or administrator*' may be promulgated. When restriction is notified, failure to comply may result in exclusion from parish premises or activities.

Good practice guidelines

Workers are encouraged to observe the following practice guidelines, which have been adopted to keep children, young people and the community safe, and to ensure respectful practices concerning the use of photography/video recordings. The guidelines are to be read in conjunction with the Diocesan *Social Networking Policy*.

Because the safety and wellbeing of children must be our first priority, if a parent or guardian indicates they do not wish their child to be filmed or photographed, or a child indicates he or she does not wish to be filmed or photographed, this request must be respected.

Where children and young people are involved:

- For photography or recording images of children for use by the parish, permission must be sought, signed off by parents/carers, and kept on file. The *Consent to Film and Photograph form* for parents and carers can be found within the Diocesan Social Networking Policy;
- It is advisable that images be taken by accredited persons who wear identification at all times;
- Affirm for adults present that photographs are to be taken only for the purpose of the event/ritual and that Privacy Laws include the protection of images as well as written documents;
- All photographs should be taken in a public setting;
- All children and young people must be appropriately dressed when photographed or recorded;
- Only take and use film and photographs that are relevant to parish or Diocese of Lismore activities;
- Images should be carefully stored with consent attached or cross-referenced. Names, dates and other contextual information should also be stored;
- Images should only be passed onto third parties for their use where this has been agreed as part of the consent process;
- Children and young people whose identity may require protection should not be photographed or recorded;
- Should photographs of children or young people be displayed, their names will not be included without consent;
- Film and photographs should only be displayed or published in the context of official parish or Diocese of Lismore related activities or platforms and should not be disseminated more broadly. For example, you must not publish a film or photograph of a child taken at a parish or Diocese of Lismore related activity on your personal social media account;
- If you intend to reproduce the film or photograph on social media, you must adhere to the *Diocesan Social Networking Policy*;
- If the film or photograph is published on social media, it is best practice not to 'tag' a child or young person's social media account; and
- Provide details for parents or other persons on who to contact if they have concerns about the use of a particular film or photograph. If you receive a request to remove an image, you must do so immediately.