



SCHOOL SPORT VICTORIA

PHOTOGRAPHY, FILMING, RECORDING STUDENTS' POLICY & PRIVACY COLLECTION NOTICE

School Sport Victoria (SSV) is a part of the Department of Education and Training (the Department) and is covered by the [Department's Privacy Policy](#), which outlines our obligations under the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)* (collectively referred to as Victorian privacy laws). This notice is to be read in conjunction with your school's photography and filming policy and the Department's Privacy Policy [and Social Media 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 is required to collect personal and health information for the purposes of carrying out these functions. Specifically, the personal and health information necessary to safely and effectively manage events, awards ceremonies, and hosting of interstate students.

Photographs, filming and recordings are classified as personal information and therefore covered by the Department's Privacy Policy and privacy laws. While being photographed, filmed and/or recorded is not mandatory, photography and filming often plays a large part in events and awards ceremonies.

SSV is a child safe organisation and has a [Child Safe Policy](#). SSV ensures that all its policies and rules reflect the priority SSV places and the safety of children and providing a safe environment for SSV events.

PHOTOGRAPHY, FILMING AND RECORDING OF STUDENTS

This policy applies to the general collection, use and disclosure of photographs, films and recordings ("images") of students by SSV. 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 Department's Privacy Policy and Victorian privacy laws including the opt-out consent process.

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 and digital media accounts.

Collection

Images of students are collected using a variety of equipment that may include, but not limited to, video cameras, digital cameras, smartphones, iPads 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*.

Use

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

- SSV website and publications
- SSV social and digital media platforms including, but not limited to, SSV News, YouTube, Vimeo, Facebook, Instagram, LinkedIn, Twitter and Team App.
- Department communication channels, including website, social and digital media platforms and publications
- Being provided by SSV to a third party for the purposes of using in a publication or on a website

SSV will use student images reasonably and appropriately. 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@education.vic.gov.au.

Opt-Out Consent

SSV uses an opt-out consent process so it is the responsibility of the parent/carer and/or schools to inform SSV and/or the photographer which students should not be photographed. This can occur before an event or during an event.

To opt-out of photography during an event please inform SSV staff and photographers at the event. Staff and photographers 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.

To opt-out of photography before an event, parents/carers and/or schools can contact the SSV Chief Executive Officer at school.sport.victoria@education.vic.gov.au. Once the written request is lodged, SSV will 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 SSV and the Department's Marketing and Communications team, and giving the child a wristband (or similar) so any accredited media understand that the child has requested to be exempt from any photography and filming at events. The opt-out remains in place until it is rescinded by the school and/or parent/carer who submitted the original request.

If an opt-out request is received when images have already been published and are in the public domain, SSV will make best efforts to have them removed.

Please note: There may be occasions when SSV will photograph, film or record students at large group events and make those recordings available to the SSV community through social media and live streaming channels and if your child participates, they may appear in these incidental recordings which will be available to the whole school community. Please contact SSV if you would like to discuss this further school.sport.victoria@education.vic.gov.au.

Opt-in Consent for use of personal information in Media Stories or other External purposes

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

When your school or SSV receives such requests SSV will:

- Provide parents/carers 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 company at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, or videos of students taken by the media.

PRIVACY COLLECTION NOTICE

Personal and Health Information collected for the purposes of conducting SSV events include:

- Student's name
- School
- Gender
- 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. Only year and month of birth is recorded (i.e. '01/month/year') **in competition software**
- Student Performance results
- Multi Class athletes' official classification from the relevant National Sporting Organisation will be collected for the purposes of determining results in an event
- Health information **for Team Vic teams**
- Photographs and images, as detailed, above unless an opt-out is received

Only the following data will be published in programs and results on, but not limited to, the SSV website, email to schools:

- Students first name and first initial of their last name
- School
- Class number for Multi class students
- Event in which they are entered (program) and their performance (results)

Such information will be collected when required to fulfil SSV'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.

In carrying out SSV's functions, which includes but is not limited to interschool sport, Team Vic participation in national competitions and Victorian Teachers' Games, various software packages and providers will be used including, but not limited to: Hy-Tek Meet Manager (Swimming and Track and Field), Tomato Timing, Webscorer, Dive Recorder, Fusesport

A privacy impact assessment is conducted on all software packages used by SSV to ensure that information collected and stored meets the Department privacy principles.

These are used to produce start sheets as well as record results and records. They also may link to timing systems and equipment at competition venues to produce accurate results.

The data collected is limited to the personal information listed above and will be stored securely as per the Department security and privacy requirements.

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 Privacy Policy](#)

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 eNewsletter

ENDORSEMENT

This policy was endorsed by the Executive Director, Schools Operations and Statewide Services Division, Department of Education in **March 2022**

REVIEW

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