



## IMAGES AND PHOTOGRAPHY POLICY

Policy number	OP.IMA.POL.01	Version	1.0
Drafted by	Sarah Stanley	Effective date	2 July 2014
Responsible person	Board Chairperson	Scheduled review date	July 2015

### Objectives

The Collie Art Gallery supports the development of excellence in visual arts practice and contributes to cultural life in Collie and the South West region of Western Australia.

### The use of images and photographs

Photographs, film and images, with or without people, may be included in a range of communications materials associated with the Collie Art Gallery, but not limited to, all company reports, newsletters, brochures, PowerPoint presentations and websites.

These materials may be available in both printed and electronic formats, and used for an indefinite amount of time, without geographical limitations.

Where appropriate, these materials may be disclosed to third parties assisting us in developing campaigns and communications material.

The Collie Art Gallery recognises the importance of respect for privacy and reputation in the use of photographs and people's images.

The location, context, special factors, cultural factors and the proposed use will be taken into account and special attention paid to the usage of images of children.

### Ownership

The photographer automatically owns the copyright for any images and can grant a license for use under specific circumstances. However, ownership of photographs shot as an employee, volunteer or work-for-hire contract is retained by the hiring organisation and the photographer has no rights to the use or sale of images.

Completing the Copyright Release Agreement grants a license to use photographs and images.

### Consent

If a person is identifiable in a photograph, the ideal approach in all cases is to obtain the informed and voluntary consent of all people in the pictures.

Privacy laws do not set an age at which an individual can provide consent. Ideally, consent should be obtained from the parent, guardian or carer of any child or young person up to the age of 18, although it may be appropriate for young people aged 16 or 17 to provide consent if they have the intellectual capability and maturity to understand the consequences of providing their consent.

It may be impractical to obtain individual consent for people photographed in public places or events, however it is often possible to give notice that photos will be taken and used for a variety of purposes.

Completing the Photography and Filming Consent form, which will be retained and archived along with the photographs, images or film.

The person featured, or their parent, guardian or carer, can withdraw consent at any time by contacting the Collie Gallery Group Inc.