



## Why is this important?

Archdiocesan parishes, ministries and agencies may take photographs and videos to record activities/events and celebrate achievements. When they do, they become responsible for how those images are taken, stored and shared. There may also be legal issues associated with taking and sharing images of individuals such as breaches of privacy and court orders (e.g. domestic violence protection orders, child custody orders).

## What should we be doing?

Parishes, ministries and agencies should establish protocols for taking/recording and sharing images of activities and events, particularly those involving children and adults-at-risk. The protocols may include restrictions on taking, recording and sharing images (if necessary), what is appropriate behaviour in taking and recording images, what are appropriate and inappropriate images to take or record, how to decline having an image taken, recorded or shared, and how to raise concerns.

It is best to advise/notify all participants attending public events (e.g. mass) if the event or activity is being video recorded, live-streamed or webcast.

Where possible or feasible, seek consent before taking, recording and sharing images of any person.

Obtain written consent from parents and guardians before taking, recording or sharing images of children and adults-at-risk. A written consent form should be used for this purpose which clearly explains how the images will be taken, recorded and shared, for what purpose, and for how long.

Only take, record and share images relevant to the activity or event. It's best to focus on groups and not on particular individuals, especially individual children or adults-at-risk.

Images should not be taken, recorded or shared of children and adults-at-risk during activities in which minimal clothing is worn (e.g. swimming) unless express prior consent is obtained from parents and guardians.

Respect the wishes of any person who requests not to have their image taken, recorded or shared. This should not preclude public activities/events from proceeding. Rather make appropriate arrangements to avoid taking/recording images of that person without totally segregating them.

If engaging a third-party (e.g. commercial photographer or video technician) to take photographs or record activities, verify their safeguarding arrangements including working with children screening checks, supervision, identification credentials and image security measures. Check the service agreement for details of the retention, use and sale of images.

Ensure that any person assigned to take or record images has been appropriately screened, is supervised and does not have unmonitored contact with children and adults-at-risk.

The personal details of children and adults-at-risk should not be shared or posted with their image, unless express prior consent is provided by their parents or guardians. Personal details such as name, age, address, family, interests, sports and school may be used to groom.

When sharing images online consider using privacy and security settings that restrict access (e.g. log in accounts) and prevent copying or downloading images.

Inappropriate, offensive, or otherwise compromising images should be destroyed/deleted and not shared.

Immediately destroy, delete or remove images if requested.