

Image Consent Policy

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Introduction

ASID seeks to ensure that the privacy of each individual is respected in relation to their identity and to ensure that the use of all images portrays ASID Ltd positively.

This policy applies to employees, volunteers, members and board directors to provide them with guidelines and procedures regarding the taking of photographic images and video and audio recordings

Policy Statement

Photographic Images, audio and videos recorded and used by ASID Ltd should be required for the following purposes:

- Acknowledge the achievements and accomplishments of employees, members, volunteers and board directors
- Promote the services and activities of ASID Ltd to the wider community.
- Increase the knowledge and improve awareness of intellectual disability to the wider community.
- Record events to maintain a historical record of ASID Ltd

Image Consent Policy

It is necessary for employees and volunteers aged 18 and over to complete and sign the Image Consent Form if their image(s) are to be used.

Individuals under the age of 18 years and adults who are unable to make an informed decision or make their decision known, require permission to be granted by their parent or legal guardian using the Image Consent form.

Once permission is granted, this permission applies to all images of the individual including photographic and video images. ASID Ltd ensures that all imagery and media communications portray individuals and ASID Ltd in a valued and positive way.

ASID Ltd does not share or sell any images to any third party for commercial/marketing purposes and does not release any images unless required by law to do so.

Consent Form

Express permission is obtained for the use of an individual's image for all publications, media communications and promotions using the ASID Ltd Photo Consent form.

Individuals can request to be contacted each time ASID Ltd wishes to publish their image.

Individuals can also specify publications they do not wish their image to appear in.

Withdrawal of Consent

Individuals are able to modify or withdraw their consent in writing at any time. The use of an Individual's image is only to be used for the duration that they are active with ASID Ltd.

Once an individual withdraws consent or ceases to be a member or representative of ASID Ltd, ASID Ltd will cease to use their image, but is not required to withdraw all current publications featuring their photo from circulation.

Photography and Recordings at Events

Getting permission to take photos and videos at community events is extremely important.

It can be really useful to take photos or videos at your event. You can use them afterwards to publicise your activities, and people often like to see photos of their community having fun together. However, you should make sure the people you are photographing are happy to be photographed and understand how the images will be used. People might have their own reasons for not wanting themselves or their children to be photographed, and it is important to respect this.

Before taking photos or videos of people at events, make sure they understand that they are being photographed and why. You should seek consent from a parent or guardian for those under 18 years.

You can let adults and young people know they are being photographed by:

- Displaying signs at the event.
- Advertising in the publicity for the event
- If practical, making an announcement.

If possible, you can give people an opportunity to opt out of having a photo taken (e.g. by telling them before taking a photo). If this is not possible, it is still important to make sure people are informed that photos/films will be taken, so that they can leave if they don't want to be in them.

Speakers at ASID events should be asked for written consent for ASID to use their information and or recordings on the website and given prior opportunity to edit their presentation if desired before it is uploaded or disseminated.

Record keeping

ASID Ltd ensures the confidentiality of the completed consent forms, photographs and recordings.

Images Recorded by Employees or Volunteers

All photographic and video images taken by employees and volunteers on behalf of ASID Ltd are owned by ASID Ltd regardless of who owns the equipment used to record the images. Images must be downloaded onto ASID Ltd computers as soon as possible and deleted from the recording device such as a camera or phone.

Privacy Complaints

ASID Ltd Privacy Policy contains details of how you may make a complaint about a breach of your privacy.

Review of Image Policy

ASID is committed to continuous improvement and this policy will be reviewed annually for effectiveness.

Example of Public Notice

Photographs and/or video will be taken at today's event.

By taking part in this event you grant the event organisers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

If you do not wish to be photographed please inform an event organiser.

Image Consent Form

I _____ grant permission to ASID Ltd to use, reproduce and communicate (in hardcopy or electronic format) any photographs, audio and/or video recordings taken of me for the following purposes:

ASID Ltd publications and promotional activities (including but not limited to ASID’s website and social media sites and promotional and marketing materials).

I acknowledge and agree that this may result in public disclosure of my image.

YOUR DETAILS

Full Name:

Address:

Preferred Contact No:

Email:

Participant Signature:

Parent/Guardian Signature:
(if participant is under 18 years of age)

Date:

ASID Ltd agrees not to use your image in a manner that may be deemed adverse or defamatory. The image will remain the property ASID Ltd and any personal details regarding this image will be kept confidentially and will not be used for any purpose other than related to your image.

Name of ASID representative:

Position/Title:

Signature:

Date: