**A picture containing clipart

Description automatically generatedPhotography policy**

**Approval to circulate an image**

Before uploading a photo of someone into the public domain, eg through social media, make sure you have their approval, including obtaining parental or authorised guardian approval for the use of photos of children.

The most efficient way to do this is to seek a blanket once-off approval when a person signs up with your group, covering all group activities. If anyone advises that they do not want their photo taken/used it is important to record and respect this dissent.

If you hold a significant event to which other members of the Wildcare community or public may attend, it is important to seek approval for use of photos.

The most efficient way to do this is to announce that all photos taken at a particular event may be loaded online, unless someone requests otherwise, in which case, their request must be complied with.

**Approval to use an image taken by another photographer**

Make sure that you have approval from a photographer before using an image they have taken and to credit the photographer if they wish you to do so.  You may obtain a blanket approval for use of all usages, or a specific one-off approval.  You can record photographer's details and any restrictions on usage, in the Wildcare media library.

**Approval to use photos in the Wildcare media library**

If an item is loaded into the Wildcare media library and no restrictions are detailed, it will be assumed that there is tacit approval for usage in Wildcare's communications through the website, newsletters or social media.

Contact the friendly team at [memberservices@wildcaretas.org.au](mailto:memberservices@wildcaretas.org.au) for help if you’re not sure.

**Approved Feb 2020**

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**Photo permissions form**

*Please tick whichever is applicable.*

I grant permission to Wildcare Tasmania to use photographs and video image of myself/my child in print, newsletters, social media and broadcast media for the purposes of promoting and celebrating Wildcare’s activities in the community. I acknowledge Wildcare’s right to crop or treat the photographs/videos.

(For Aboriginal and Torres Strait Islander people) Wildcare Tasmania will take reasonable steps to prevent a person’s image from appearing on material published after their death. However, I understand and agree that, despite those efforts, the images may still be published or disseminated.

I do not grant permission to Wildcare Tasmania to take photographs, video images or myself/my child in print, newsletters, social media and broadcast media.

I withdraw permission previously given to Wildcare Tasmania to take photographs, video images or myself/my child in print, newsletters, social media and broadcast media. I understand that Wildcare Tasmania will cease any future new publication or use of the images, but note that images will remain in printed and electronic material which has already been produced or disseminated.

**Parent/Guardian’s Name:**

**Child’s Name:**

**Signature:**

**Date:**

**Address:**

**Phone:**

**Email:**