



MEDIA CONSENT POLICY

1. PURPOSE

This policy relates the collection and use of photographs, videos and sound recordings of participants who attend Lift Up Voices' programs and activities. It ensures that all media usage is consistent with participants' rights to privacy, autonomy and informed consent under relevant legislation and standards.

2. SCOPE

This policy applies to all Lift Up Voices participants, directors, staff members, volunteers and individuals who are engaged in Lift Up Voices programs and activities. It applies to media collected for promotional, educational, archival and creative purposes.

3. POLICY & PROCEDURES

- Media consent is collected as part of the participant's Service Agreement at onboarding. This includes optional questions regarding photographs, videos, sound recordings, and permission to use these for social media or promotional purposes. Participants can select 'Yes' or 'No' for each section.
- The Service Agreement outlines that most participants use studio equipment, including recording devices, during sessions, and that this content may be collected and stored securely for documentation or creative purposes. Consent is only granted when participants have actively indicated their preference.
- This process aligns with Lift Up Voices' Media Consent Policy and Privacy and Confidentiality Policy, ensuring all media use is based on informed, voluntary, and revocable consent.
- Lift Up Voices will not use any media material in any way that would cause embarrassment or misrepresent the intent of a participants' participation.
- Lift Up Voices acknowledges and understands that the intellectual property rights remain the sole property of copyright owners (songwriters, producers, publishers) and that the Media Permission Form is not meant to transfer ownership or copyright of these materials.
- No fee or payment will be provided to a participant by Lift Up Voices for granting media permission. By signing the Media Consent Form, participants waive any claim for remuneration, residuals, royalties or any other payment in respect of usage by Lift Up Voices.
- Participants and/or their legal guardians can request to review any media content involving them prior to publication.
- Media Consent is valid until the end of a participants' involvement with Lift Up Voices. Participants have the option to revoke their consent at any time by emailing team@liftupvoices.com.au.

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- On receipt of a revocation request, any new or future use of the participant's media will cease immediately. Previously published content will not be removed unless requested and reasonably practical.
- All staff involved in photography, videography or content sharing are trained on participant privacy and consent requirements and must refer to this policy and the Media Consent Form before collecting or sharing media.

4. REVIEW

This Policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

RELATED POLICIES

Privacy and Confidentiality Policy

Code of Conduct Policy

Information Management Policy

Service Delivery Policy

RELEVANT LEGISLATION OR STANDARDS

Privacy Act 1988 (Cth)

Australian Privacy Principles (APPs)

National Disability Insurance Scheme Act 2013

NDIS Practice Standards and Quality Indicators (2021) – Core Module: Provider Governance and Operational Management – Information Management

United Nations Convention on the Rights of Persons with Disabilities (2006) – particularly Article 22 (Respect for privacy) and Article 30 (Participation in cultural life, recreation, leisure, and sport)

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