



IMAGE CONSENT POLICY

1. DEFINITIONS (In this policy, the following definitions apply):

iHarvest means iHarvest Coworking Sunshine.

Member means a person granted Membership by us.

Membership means the membership retained by the coworker.

Staff means employee on behalf of Brimbank City Council.

Space means the shared co-working space on level 4 of 301 Hampshire Road, Sunshine.

Event(s) means workshop, webinar or any other affair associated with iHarvest.

Policy refers to any of our codes of conduct, policies and procedures accessible on the website or otherwise made available to you, as added or amended by us from time to time.

Website means our website located at www.iharvestcoworking.com.au

2. INTRODUCTION

iHarvest 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 iHarvest positively.

This policy seeks to inform iHarvest members and applies to staff to provide them with guidelines and procedures regarding the taking of photographic images, video and audio recordings

3. POLICY STATEMENT

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

- Acknowledge the achievements and accomplishments of employees, members and guests
- Promote the services and activities of iHarvest to the wider community.
- Increase the knowledge and improve awareness of small business, start-ups and entrepreneurs to coworkers and the wider community.
- Record events to maintain a historical record of iHarvest.

4. MEMBER IMAGE CONSENT POLICY

Members are advised and agree to iHarvest recording and documenting their activities for use in promotional materials. Members also agree to allow all recordings and documentation to be released under the creative-commons copyright. These terms can be found under section B7 of the Member Agreement form.

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.

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

iHarvest does not share or sell any images to any third party for commercial/marketing purposes.

5. WITHDRAWAL OF CONSENT

Individuals are able to discuss the terms of or withdraw their consent in person or writing at any time.

Once an individual withdraws consent, iHarvest will cease to use their image, but is not required to withdraw all current publications featuring their photo from circulation.

6. PHOTOGRAPHY AND RECORDINGS IN THE SPACE/EVENTS

Getting permission to take photos and videos in the space and at events is extremely important us.

iHarvest believes that it can be beneficial to take photos or videos on these occasions. As we often use them afterwards to publicise activities, and allow people see photos of their community networking, working and learning together. However, staff have been advised to make sure the people that are photographed are happy, given permission to do so and understand how the images will be used. People might have their own reasons for not wanting themselves or their friends/family to be photographed, and iHarvest fully understands and respects this.

Before taking photos or videos of people at events, staff confirm with the individual that they are being photographed and why. Consent is sought from a parent or guardian for those under 18 years.

Staff are advised to let adults and young people know they are being photographed by:

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

If possible, staff are advised to 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 us 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 iHarvest events are asked for verbal or written consent for iHarvest to use their information and or recordings on the website or related media and given prior opportunity to edit their presentation if desired before it is uploaded or disseminated.

7. IMAGES RECORDED BY STAFF

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

8. PRIVACY COMPLAINTS

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

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9. EXAMPLE OF PUBLIC NOTICE

Example of signage for public notice can be found [here](#).