

Glen Eira Leisure Photography and Filming Rights Policy

Document Name:	Glen Eira Leisure Photography and Filming Rights Policy	Department:	Glen Eira Leisure Staff
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Purpose

To Protect the Privacy of the Patrons and Staff at Glen Eira facilities

Scope

GEL Staff and Members of the General Public

Definitions

Term / Abbreviation	Definition
Consent	You have received verbal or written permission
Indirect footage	Footage from an image capture device that is unable to determine the identity of the person
Direct footage	Footage from an image capture device that is able to determine the identity of the person

Procedure Information

Photography/ Filming is permitted whilst in GEL facilities if the following is followed:

- Prior to conducting any photography or filming, an Authorisation Form is completed at Customer Service
- That the intent of the filming is approved
- That all direct footage participants have provided consent
- That a GEL staff member may request to view the footage to confirm direct and indirect footage of patrons
- That the content of the footage is not for Commercial use (except under written approval from the Sales and Marketing Coordinator or GEL Centre Manager)

Review Date: January 2023

Next Review Date: January 2024

Reviewed By: Customer Service and Business Unit

Authorisation Form Procedure

1. The form must be filled out each time the patron wishes to have photography access
2. All patron/s wishing to utilise photography/filming rights must first see reception to fill out the form
3. The form is available on Glen Eira Leisure website
<https://www.geleisure.com.au/about-us/forms-terms-and-conditions/photography-filming-authorisation-form>
4. Patrons must click 'submit' in the presence of a GEL staff member to have confirmation they have correctly filled out the form
5. Patrons will then be given a 'photography' authorisation band

GEL reserves the right to:

- Refuse the use of photographic/filming devices prior to or after the consent form is signed
- Request that footage is deleted
- Any inappropriate or illegal photography or Filming whilst in the Centre will be referred to the Police.