



Australian Government
Department of Foreign Affairs and Trade

ANNEX D to Schedule 1

Consent Form

Video, audio, photography and story- Privacy notice

About us

The Department of Foreign Affairs and Trade (we, us, our) promotes and protects Australia's international interests to support Australia's security and prosperity.

We work with our international partners and other countries to:

- tackle global challenges,
- increase trade and investment opportunities,
- protect international rules,
- keep our region stable and
- help Australians overseas.

We also manage Australia's embassies, high commission, consulates and representative offices in various countries around the world and deliver services such as Australian passport offices and our travel advisory service Smarttraveller.

Our promotional activities

From time to time, we engage in promotional activities and educational campaigns that are aimed at educating members of the public about:

- our role in the community and the important services that we deliver
- significant current world events relevant to planning travel
- important changes to areas of law and policy that fall under our responsibility
- community events we are involved in.

Usually we do this by publishing information in:

- ads or notices in newspapers, magazines, TV, radio or and podcasts
- our Annual Reports, posters, brochures, booklets and other displays
- our intranet and internet sites, official accounts on social media platform such as YouTube, X, Instagram and Facebook.

Information we collect about you

If you consent to be featured in any material we produce as part of our promotional activities, we may collect your personal information including:

- your name and email address
- location (including country, state or city)
- your photographs, image, or video or audio recording
- your opinion about us, our services or any other matter we ask you.

We will collect your personal information directly from you or someone authorised on your behalf.

Use and disclosure

We may, use and disclose your personal information in our promotional material for our promotional activities both in Australia and in other countries where Australia has embassies, consulates and high commissions.

Where we use your information in other countries, we may not be able to control how others use or disclose your information and you may not always be able to complain or seek redress for how others in overseas countries use and disclose your personal information. Countries where we may publish material as part of our promotional activities include America, UK, New Zealand [insert any other examples of relevant countries where DFAT may publish promotional material]. By consenting to the use and disclosure of your personal information, you acknowledge that your personal information may be disclosed overseas and that Australian Privacy Principle 8.1 in Schedule 1 of the Privacy Act 1988, relating to overseas disclosure, will not apply.

You can withdraw your consent at any time by writing to us.

Further information

Our privacy policy is available at our website (Privacy | Australian Government Department of Foreign Affairs and Trade (dfat.gov.au)) and explains how we handle and protect your personal information including:

- how you can access and seek correction of personal information we hold about you, and
- how to contact us if you have any privacy questions or complaints, and how we will respond.

If you have any questions about this Privacy Collection Notice, please contact us via:

Email: privacy@dfat.gov.au
Mail: Director - Privacy Law, Legislation and Assurance Section
Department of Foreign Affairs and Trade
RG Casey Building
John McEwen Crescent BARTON ACT 0221

Video, audio, photography and story - Consent Form

I Cheng-Yun Tsang [Print name]

Of _____

[insert, city, state and country]

consent and agree that the **Department of Foreign Affairs and Trade (DFAT)** can take photographs, video or audio recording of me and/or my child/ward, quotes or opinions (**personal information**) and can use and disclose my personal information and the personal information about my child/ward in any and all media including on the internet, in print, electronic or video media, for any promotional purposes in Australia and overseas. I acknowledge that DFAT is not responsible for how my and/or my child/ward personal information are used by any person in other countries.

By signing this form, I confirm that I am authorised to release to DFAT all rights to exhibit the photographs, videos or audio recording, quote or opinion in print and electronic form publicly or privately. I agree that any use of the photographs, video or audio recording, quotes or opinions may occur without compensation or additional consideration of me and/or my child/ward. I have read and understand the privacy notice DFAT has given me and the contents of this form, and am competent to execute this form.

Signature of person/ parent guardian

.....

Date.....

Name of Subject(s)/Parent(s)/Guardian(s)

.....

SHOOT INFORMATION (OFFICE USE)

Shoot Date:

Image/Video/Audio/Photographer/Videographer

Name:

Contact Number:

Signature:

GUIDELINES ON ETHICAL PHOTOGRAPHY

Recordings, photographs and videos taken by DFAT staff and affiliates should respect human dignity and ensure the rights, safety and well-being of the person or people being portrayed. This means:

- complying with local traditions or restrictions in taking or reproducing audio and images of people, objects or places
- understanding national laws related to photography, filming and privacy rights
- gaining appropriate verbal or written informed consent before taking photographs or video
- respecting a person's right to refuse to be photographed or video. If you sense any reluctance or confusion, refrain from taking the photo or video
- not causing harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their photograph or broadcast of any video
- not misrepresenting the individual, situation, context and location of the photograph or video
- absolutely no payments or any other form of compensation being provided to subjects in exchange for their photograph or video to be taken or for their consent or signed release for publication or broadcast

Recordings, photographs and videos of issues that are culturally sensitive, politically sensitive or socially stigmatised must protect the identity and privacy of individuals.

- Do not identify individuals. Position the camera in such a way that faces and other unique characteristics cannot be discerned.
- Obtain informed written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
- Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.

Recordings, photographs or videos of people with special needs are to be taken with particular care, compassion and protection of privacy.

- Photograph or videos all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
- Survivors of sexual exploitation, gender-based violence or abuse are not to be identified as such.
- An individual's status as a person living with HIV, TB or any other serious health conditions must not be revealed without informed written consent.
- An individual's engagement in sex work or other socially marginalised or criminalised (or criminal) activities must not be identified.
- Care must be taken in photographing or filming people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.

Recordings, photographs or videos of children taken for work related purposes must adhere to standards arising from DFAT's Child Protection Policy. Before recording, photographing or filming a child, staff or contractors must obtain informed consent from the child and a parent or guardian and explain how the image or video will be used. In group situations such as a classroom, confirmation of previous parental consent is to be obtained from a school principal or senior teacher. In addition:

- before recording, photographing or filming a child, assess and comply with local laws, traditions or restrictions for reproducing personal images
- ensure recordings, photographs, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- images must be honest representations of the context and the facts
- file labels must not reveal identifying information about a child when sending images or videos electronically.