

LA TROBE SPORT

Filming & Photography Requirements

La Trobe Sport acknowledges the popularity of capturing and sharing images and videos to celebrate life events or achievements and promote sporting activities. It is also committed to ensuring that its facilities are a safe and comfortable space for all visitors and that everyone's privacy is respected.

All visitors who intend to use La Trobe Sport facilities are expected to comply with the following Requirements regarding videography and photography. Failure to do so may be considered a breach of La Trobe Sport's conditions of entry and/or terms and conditions.

Filming and Photography by visitors

Consent

It is a condition of entry to any La Trobe Sport facilities that visitors only take photos or recordings after obtaining consent of any subjects, wherever practicable.

Where a visitor intends to photograph or record children, this should wherever possible only be done after obtaining consent from the children(s)'s parent or guardian.

Consent can be either written or verbal, and should be informed, i.e. a person should be notified of the purpose of capturing the image and how it will be used/stored.

Location or circumstances of filming or photography

Prohibited circumstances

Filming or photography is strictly prohibited in changing rooms, toilets or shower facilities.

Filming or photography by a person that captures *only* individuals not related or connected to the person is also prohibited.

Filming or photography by a third party, including for commercial purposes, is prohibited unless prior written agreement is obtained from La Trobe Sport. Requests are to be submitted in writing to sport@latrobe.edu.au.

Photography or filming around pools cannot occur without prior approval from a La Trobe Sport staff member. Once approval is provided, to the greatest extent possible, photos or videos should be of only the person(s) related to the visitor, without anyone else captured in the background.

Exercise caution

Visitors are expected to exercise judgment and consideration of the context of the photography or recordings, including whether a large amount of people, including children, unrelated to the visitor may be captured in the background of the image.

La Trobe Sport oversight

Where a La Trobe Sport staff member believes filming or photography may be either inappropriate or undertaken without consent, they may ask the person taking the images to cease doing so, request the deletion the images and/or require the person taking the images to leave the facility. This includes circumstances in which approval for photography or videography has been given by a La Trobe Sport staff member, and is then withdrawn.

La Trobe Sport staff have the right to request to sight an image or recording to ensure it is in line with these Requirements.

Publication of recordings or photographs

We understand social media plays a big part in everyday life and that visitors may wish to post images and recordings of their experiences at events or activities in La Trobe Sport facilities on public forums. However, there will be several reasons that visitors to La Trobe Sport facilities, as well as staff and other attendees, would not want to see images or recordings of themselves on social media or other public forums without their knowledge or consent.

As a consequence, visitors must take all reasonable steps to ensure that other individuals do not appear or are not readily identifiable in images or recordings posted to any public forum, unless their (or their guardian's) express consent has been obtained.

External professional videographers or photographers

La Trobe Sport must be notified of a visitor's intention to engage a professional videographer or photographer for a particular event or activity, prior to their attendance at La Trobe Sport facilities.

The visitor engaging the professional videographer or photographer is required to take reasonable steps to ensure the photographer/videographer:

- has a valid Working with Children Check, sighted upon arrival by a La Trobe Sport staff member; and
- has read and understood the Videography and Photography Requirements, in particular in relation to consent and location or circumstances of filming or photography.

It is the responsibility of the user group utilising professional photography/videography services to make children, parents and guardians aware prior to the event that an approved professional photographer will be in attendance.

A professional videographer/photographer must wear high vis vest for the duration of the event or activity, which can be collected from the La Trobe Sport reception desk.

La Trobe Sport reserves the right to refuse a visitor's use of a professional videographer or photographer for any reason and accepts no liability for any photographs and/or videos taken by authorised photographers/videographers while at the facility.

Filming and Photography by La Trobe Sport

Where prior notice has been provided, La Trobe Sport may take photographs and recordings of visitors to its facilities for the primary purpose of LTU's marketing, including dissemination of such photographs and videos on its social media channels.

In taking photographs and recordings, as outlined above, La Trobe Sport will comply with its obligations under the University's [Privacy Policy](#) and applicable legislation, including the *Privacy and Data Protection Act 2014* (Vic). Further information regarding how the University manages personal information can also be found [here](#).

Further information and support

If you have any questions or concerns about photography or recordings occurring within La Trobe Sport facilities, please raise this with a La Trobe Sport staff member directly or contact sport@latrobe.edu.au.

Privacy concerns can also be raised with the University's Privacy Officer via privacy@latrobe.edu.au.