

## **NSW Central West Muslims Association Inc. (NSWCWMA) Event**

### **Photography, Video and Image Use Policy**

---

#### **1. Purpose**

NSW Central West Muslims Association Inc. (NSWCWMA) is a not-for-profit community organisation registered with the Australian Charities and Not-for-profits Commission (ACNC) and incorporated in New South Wales.

NSWCWMA is committed to operating lawfully, responsibly and respectfully in accordance with applicable Australian laws, good governance principles and community expectations.

This Policy outlines how NSWCWMA manages photographs, videos and recordings taken during NSWCWMA events, activities, programs and community gatherings.

---

#### **2. Privacy and Legal Position**

NSWCWMA has annual turnover under \$3 million, does not provide private health services, and does not sell, trade or commercially disclose personal information.

On that basis, NSWCWMA is generally not required to comply with the Privacy Act 1988 (Cth), unless a specific legal exception applies.

Nevertheless, NSWCWMA voluntarily adopts privacy-conscious practices and reasonable safeguards as part of its commitment to:

- community trust;
- dignity and safety of community members;
- responsible governance;
- lawful and ethical operation; and
- respectful community engagement.

Nothing in this Policy limits any legal rights or obligations that may apply under Australian law.

---

#### **3. Collection of Event Images and Recordings**

By attending or participating in an NSWCWMA event, activity, program or community gathering, attendees acknowledge and consent that general event photographs, videos or recordings may be taken by or on behalf of NSWCWMA for legitimate and official NSWCWMA purposes.

NSWCWMA will take reasonable care when capturing, selecting and publishing event images and recordings.

General crowd, community and event images may be used for the purposes outlined in this Policy.

However, individual portrait photographs, close-up images primarily focusing on a single identifiable person, or interviews specifically directed at an individual will generally not be published without verbal or written consent from that individual or their parent/guardian where applicable.

---

#### **4. Purpose of Image and Video Use**

NSWCWMA may use photographs, videos and recordings for official and legitimate organisational purposes, including:

- government, grant, funding and acquittal reporting;
- demonstrating project delivery and community engagement;
- documenting NSWCWMA activities, programs and services;
- promoting lawful community participation and engagement;
- organisational reporting and record keeping; and
- publication on official NSWCWMA communication channels, including:
  - official website;
  - official Facebook page;
  - official social media platforms;
  - newsletters;
  - annual reports; and
  - official project or community reports.

---

#### **5. Restrictions on Use and Disclosure**

NSWCWMA will not:

- sell event photographs, videos or recordings;
- trade event photographs, videos or recordings;
- rent event images to unrelated third parties;
- knowingly use images in a misleading, offensive, defamatory or inappropriate manner; or
- use images for purposes unrelated to NSWCWMA's lawful charitable and community activities.

Access to images and recordings will be limited to authorised persons who require access for legitimate NSWCWMA purposes.

---

## 6. Children, Vulnerable Persons and Sensitive Situations

NSWCWMA recognises the importance of protecting children, vulnerable persons and individuals in sensitive circumstances.

Additional care will be taken when selecting, using or publishing images involving:

- children;
- vulnerable persons;
- religious activities;
- culturally sensitive activities; or
- safety-sensitive or private community situations.

Where reasonably practicable, NSWCWMA may:

- avoid close-up identification images;
  - crop or blur identifying features;
  - remove images upon reasonable request; or
  - decline publication of sensitive content.
- 

## 7. Requests for Removal or De-identification

Any attendee, or parent/guardian of a child attendee, may request that an image or recording containing their likeness be:

- removed;
- blurred;
- cropped; or
- otherwise, de-identified.

Requests must be submitted in writing to:

**NSW Central West Muslims Association Inc. (NSWCWMA)**

Email: [info@nswcwma.org.au](mailto:info@nswcwma.org.au)

The request should reasonably identify the relevant image, video or publication.

NSWCWMA will review and respond to reasonable requests as promptly as practicable.

---

## 8. Storage and Security

NSWCWMA will take reasonable steps to securely store event photographs and recordings and limit access to authorised persons who require access for legitimate NSWCWMA purposes.

Images and recordings may be retained for governance, reporting, historical, archival or legal purposes where reasonably necessary.

---

### **9. Policy Review**

This Policy forms part of NSWCWMA's commitment to lawful, respectful and accountable community operations.

NSWCWMA may update this Policy from time to time to reflect operational needs, community expectations or legal developments.

---

### **10. Policy Approval**

**Approved by:** NSWCWMA Committee

**Organisation:** NSW Central West Muslims Association Inc. (NSWCWMA)

**Approval Date:** 01/07/2025

**Review Date:** 01/07/2027