

POLICY: PRIVACY

PREAMBLE

The Structure of the St Vincent de Paul Society in Australia

The St Vincent de Paul Society in Australia ('the Society') is a member of an international confederation. In Australia, the Society governs itself using a federated model, through a national council, six state councils and two territory councils.

National Council approves the legal entities that operate in Australia in the name of the St Vincent de Paul Society.

Under *The Rule*, the National Council is the Society's superior council in Australia (The Rule Part II, Art. 1.6).

Each of the Society's nine councils in Australia is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC). In this policy, these councils are collectively referred to as '*the Society in Australia*' or '*the Society*'. Together the nine councils assist the Society's members to carry out good works.

Each of the nine councils has established a civil incorporated entity as the vehicle to deliver charitable works within their jurisdiction. National Council and some of the state and territory councils have established and control separate subsidiary legal entities to assist in the delivery of the Society's good works. Each subsidiary entity is registered with the ACNC.

National Council

The St Vincent de Paul Society National Council of Australia is united in its spirituality and management through the International Confederation of the St Vincent de Paul Society (*The Rule*, Part II, Art. 1.1).

National Council is instituted by the International Council General (The Rule, Part III, Art. 15) and follows the international and Australian statutes outlined in *The Rule*. The International Confederation's governance arrangements are outlined in *The Rule*; accordingly, the National Council is the Society's superior council in Australia (the Rule Part II, Art. 1.6).

National Council, in collaboration with each State and Territory Council, authorises the establishment of the legal entities that operate in Australia in the name of the St Vincent de Paul Society.

The charitable functions of National Council are carried out by the *St Vincent de Paul Society National Council of Australia Inc.* ('the Association'). The Association is the civil incorporated body of National Council under the **Incorporated Associations Act 1991** (ACT).

The Society's Privacy Policies

National Council, each state council and territory council and each subsidiary entity has its own Privacy Policy and procedures as required by Commonwealth and State or Territory law.

National Council requires each council, each council's incorporated entity and any subsidiary entity to have privacy policies and procedures in place ensuring that all Society members, volunteers and employees follow the Society's privacy policies that apply to them. Compliance with the legal requirements applying to privacy policies and procedures in each state and territory is the responsibility of the relevant State Council or Territory Council.

A list of each state's and territory's privacy policy is listed at **Appendix 1**.

National Council's Privacy Policy is a cornerstone of the organisational culture of providing a secure environment for the appropriate and legislative obligations for collecting, using, storing and disclosing of personal information.

PURPOSE

The National Council Privacy Policy outlines the framework National Council and the Association uses to ensure the legislative obligations for collecting, using, storing and disclosing personal information are met.

DEFINITIONS

Within this policy and all related governance documents, the following definitions apply:

Association means the *St Vincent de Paul Society National Council of Australia Inc.* which is the civil incorporated entity under the Incorporated Associations Act 1991 (ACT).

National Council means the superior Council of the Society in Australia.

Overseas Development Program means the work undertaken with partners of the International Confederation of the Society of St Vincent de Paul to carry out the good works of the Society. The Overseas Development Program's good works include the following initiatives:

- Twinning and Grants
- Projects
- Humanitarian Assistance; and
- Assist A Student.

Opt in means an individual can consent to have their information stored and used by the Association.

Opt out means an individual can decline consent to have their information stored and used by the Association.

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not. This information generally includes, but is not limited to:

- name, date of birth, contact details, and background information
- sensitive information regarding genetics, race, political opinion or membership, religion, philosophical beliefs, union membership, sexual preference and criminal record; and
- health information about physical or mental health or a disability an individual has had at any time, an individual's express wishes about future provision of health services to them, any health service that has been or is to be provided to an individual, any personal information collected to provide or in providing a health service.

Primary purpose means the purpose for the information originally being collected.

Secondary purpose means the use or disclosure of information for the purpose in which it was not originally collected.

Society in Australia/the Society means all of the entities that operate in Australia in the name of the St Vincent de Paul Society as authorised by National Council including its incorporated and unincorporated entities and the incorporated and unincorporated entities of the states and territories.

SCOPE

This Policy applies to National Council and to the Association.

NATIONAL COUNCIL PRIVACY STATEMENT

1. In this Privacy Policy, the term *National Council* refers to the Society's superior council in Australia.
2. In this Privacy Policy, the term *the Association* refers to the St Vincent de Paul Society National Council of Australia Inc. which is the civil incorporated body of the National Council. The Association is the vehicle in which National Council delivers charitable works. Contact details can be found below.
3. This document sets out the principles National Council has adopted and will apply in relation to the protection and the handling of personal information held by the Association.
4. As a major Australian charity, the Society is committed to protecting individuals' personal information, and does so in accordance with all applicable Commonwealth, State or Territory laws. At a minimum, this includes the **Privacy Act 1988** (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) within Schedule 1 of the Privacy Act.

POLICY STATEMENT

Commitment

5. The adoption of the APPs supports National Council's commitment to promoting mutual trust, respect, integrity, equity and fair treatment of all people who come in contact with the Society.
6. National Council is committed to ensuring:
 - the practice of fair and open communication practices;
 - the accurate, current and complete storage of information; and
 - that individuals have a right to access and, where necessary, to correct information about them that is held by the Association.

Personal Information the Association may Collect

7. In certain circumstances, the Association may collect an individuals' personal information. Examples include, when contacting National Council, when applying for a job or a volunteer position, when making a monetary donation, when using one of National Council's services or when requesting to join National Council's mailing list.
8. The types of information the Association collects may include (but is not limited to):
 - name
 - date of birth
 - contact details, such as home and email addresses and telephone number(s)
 - in some instances, the Association may ask for personal information about an individual's circumstances (e.g. marital status, gender, job title and relevant information about next of kin or dependents details)
 - background information (e.g. ethnicity, languages spoken, medical history, health and disability information)
 - bank or credit card details, and
 - photographs or videos (where an individual's identity is clear or can be reasonably ascertained from the relevant image).
9. The Association may also monitor and record details of interactions with individuals (including any contact in person, by email, online or on the telephone), for training purposes or during a

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- dispute resolution process.
10. Where practical, the Association will collect personal information directly from an individual. However, the Association may also collect personal information from third parties including a carer, guardian, advocate or authorised representative, other not-for-profit organisations, government agencies, information service providers or public sources for direct marketing purposes.
 11. The primary purpose for which the Association may collect, use and disclose personal information is to identify an individual so that the Association can:
 - assess and respond to requests for support or assistance
 - keeping individual's records and contact details up-to-date
 - provide, administer, improve and personalise National Council's services, programs, goods, website and online presence
 - meet funding, professional and legal obligations in the provision and reporting of services and programs
 - comply with industrial relations, human resources and workplace health and safety obligations (including medical information, emergency contacts, leave details, workplace surveillance information, including video, work emails and private emails when using work email addresses and internet browsing history)
 - process any monetary donations or payments made to National Council
 - assess employee or volunteer applications
 - conduct surveys, research and advocacy work
 - protect National Council's lawful interests
 - comply with any legal requests, including law, court or tribunal orders and regulatory authority requirements
 - respond to queries, concerns or complaints, and
 - engage in direct-marketing activities including the promotion of National Council's services, programs and fundraising activities, but only if consent is provided by 'opting in' to personal information being used for this purpose.
 12. In these instances, the use and disclosure of personal information is considered reasonably necessary for the Association to carry out its work.
 13. Individuals can decline to provide personal information, but when an individual declines to provide personal information, the Association may not be able to:
 - enter into a contract
 - process a monetary donation, including issuing a tax-deductible receipt for monetary donations over AUD \$2.00
 - engage an individual as an employee, contractor, member or volunteer
 - respond to queries, concerns or complaints
 - meet legal, professional or reporting obligations, provide the requested service to the same standard or at all or make referrals to another service, and
 - deliver the related program to the same standard or at all.
 14. Australian privacy law allows the Association to use or disclose an individual's personal information for the reason/s it was collected (primary purposes).

How the Association Collects Personal Information

15. Where practical, the Association prefers to collect personal information directly from an individual.
16. If this is not possible, the Association may collect personal information from third parties. Examples of third parties includes a carer, guardian, advocate or authorised representative and organisations that National Council partners with to deliver services (government and non-government). The Association will only collect your personal information from a third party where it is permitted by the Privacy Act of an applicable State or Territory law.
17. Where the Association collects personal information from third parties, the Association will advise the individual, or their representative, of the circumstances of the collection in a timely manner.
18. The Association will take reasonable steps to ensure that personal information is accurate, up to date and complete.
19. The primary purpose of the Society in Australia is to walk alongside those who need a hand up especially those in necessitous circumstances. In order to provide support to individuals and families in need, the Society raises donations through different fundraising and donation methods. Personal information may be used for direct marketing activities including the promotion of the Society's good works, services and fundraising activities.
20. Raising donations is generally conducted by the Society's State and Territory Councils. However, National Council receives donations for the purpose of promoting its Objects, manages national natural disaster fundraising activities on behalf of the Society in Australia and operates an Overseas Development Program.
21. The Association may also send marketing information regarding upcoming events, products, services and fundraising activities but will only do so if an individual chooses to 'opt in' and consents to receiving marketing information.
22. The 'opt in' option:
 - will be concise, in plain English and user-friendly
 - specific, obvious and prominent and not bundled with other terms and conditions.
23. When individuals chose the 'opt out' option, the Association will not store personal information in its systems or send unsolicited communications except for the purpose of sending a tax deductible receipt for monetary donations over AUD \$2.00.
24. From time to time, the Association may also receive unsolicited information, being information that it has not taken active steps to collect. Examples include misdirected mail, unsolicited employment applications and promotional flyers containing personal information.
25. If the Association receives such information, it will decide within a reasonable period whether it could have been collected pursuant to the requirements in the APPs. If the Association determines that it should not have collected the information, the information will be destroyed or de-identified as soon as practicable.
26. Alternatively, if is determined that the Association wishes to retain unsolicited information, the Association will deal with this information in accordance with its obligations under the APPs.

When and how the Association Seeks Consent

27. The Association requires consent when collecting, using and disclosing personal information from individuals. These circumstances may include, but are not limited to, when the Association works with, facilitates or advocates on an individual's behalf to organise or provide health, accommodation, financial, emergency relief, legal or other related services. This also includes when taking photos, videos or images of individuals to share the Society's good works online and in publications.
28. The Association also requires consent when collecting, using or disclosing personal information

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- for a secondary purpose. These circumstances include, but are not limited to, sharing information with St Vincent de Paul Society entities located in other Australian states and territories.
29. In these instances, the Association will only collect, use or disclose personal information for a secondary purpose in accordance with the **Privacy Act** or applicable State or Territory law.
30. When requiring consent, the Association will:
- where possible, seek consent directly from an individual. If this is not possible, consent will be sought from a nominated person or representative (such as a legal guardian, carer or family member)
 - provide information in an accessible format so that consent is informed
 - seek consent by asking an individual to 'opt in', in language that is concise, in plain English and user-friendly and in a way that is obvious, prominent and not bundled with other terms and conditions
 - outline the reasons why personal information is being sought and if personal information is being used for a secondary purpose
 - outline how information will be used and by whom
 - record the outcome of an individual's consent or otherwise against each request
 - limit the collection, storage, use and disclosure to instances where the information is directly relevant to the purpose of the collection and reasonably necessary to carry out functions and/or activities.
31. Any tick boxes or other consent mechanisms the Association uses to capture consent will be integrated with appropriate record-keeping systems so that evidence of consent records is retained. The record will include:
- who consented
 - when they consented
 - how they consented
 - what they were told about the processing
 - whether they subsequently withdrew consent.
32. An individual may withdraw consent for the Association to collect personal information or use and disclose personal information for a secondary purpose by using the 'opt out' option. The 'opt out' option will be:
- concise, easy to understand and user-friendly
 - specific, obvious and prominent and not bundled with other terms and conditions
 - accessible through an unsubscribe button on email/text communications or by contacting the Association by phone, email or mail (with requests actioned in around 3-7 business days).
33. Where an individual has 'opted out', the Association will not store personal information in systems or send unsolicited communications.
34. The Association will advise an individual where it is required, by law, to collect personal information.

How the Association Uses or Discloses Personal Information

35. The Association may use and disclose personal information for primary purposes.
36. These primary purposes include (but are not limited to):

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- assess applications for support or assistance
 - provide support and assistance to those in need
 - provide, administer, improve and personalise services and goods
 - administer, improve and personalise programs
 - process monetary donations and payments
 - assess employee or volunteer applications
 - conduct surveys and research
 - protect lawful interests
 - respond to queries or concerns
 - engage in direct-marketing activities including the promotion of services and fundraising activities.
37. The Association will not use or disclose personal information for any reason other than the primary purpose unless an exception applies. Exceptions include:
- an individual has consented to their personal information being used for a secondary purpose
 - it is necessary for lawful enforcement-related activities being carried out by, or on behalf, of an enforcement body
 - it is required or authorised under an Australian law, court or tribunal.
 - the use or disclosure is otherwise permitted by the Privacy Act or an applicable State or Territory law.
38. The secondary purposes for which the Association uses and may disclose personal information can include sharing with St Vincent de Paul Society entities located in other Australian states and territories.
39. The Association may disclose an individual's personal information under the following circumstances:
- with other non-for-profit organisations and other service providers where the purpose of disclosure is related, or in the case of personal information directly related, to the original purpose the information was collected for
 - sharing with other third parties, including service providers and government agencies, that assist with archival, auditing, accounting, legal, business, banking, payment, delivery, data processing, storage and analysis, research, investigation, website or technology services
 - lawful requests from Courts, an enforcement body, a Court or Tribunal Order, government agencies and lawyers or in connection with suspected fraud, misconduct or unlawful activity.
40. Where the Association collects personal information for a primary purpose, this information may be used or disclosed within the Society or to third parties including:
- St Vincent de Paul Society entities located in other Australian states and territories
 - contractors engaged by the Association or by another St Vincent de Paul entity
 - service providers, including those to whom an individual may be referred to for assistance
 - government agencies
 - agencies engaged in regulation, auditing, accounting, legal, business, banking and payments

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- agencies engaged in data processing, storage and analysis, research, investigation, website or technology services
 - suppliers
 - other like-minded charities where this is considered reasonably necessary to carry out work.
41. In order to provide an individual with a service, the Association may disclose their personal information to:
- health and allied health professionals
 - employees, contractors, volunteers, suppliers or service providers for the purpose of providing the service
 - government and non-government agencies in partnership with the Association for the delivery of services
 - an authorised representative or other person whom has received an individual's consent
 - external professionals or organisations where an employee of the Association is subject to external or professional supervision or peer review
 - other charities registered with the ACNC where considered reasonably necessary to carry out work (for example, during a national natural disaster).
42. The Association may use, and is obliged to disclose, the personal information held in connection with lawful requests from Courts, an enforcement body, a Court or Tribunal Order, government agencies and lawyers or in connection with suspected fraud, misconduct or unlawful activity.
43. As the Society is an international organisation, it works closely with overseas partners of the International Confederation of the Society of St Vincent de Paul. The Association will take reasonable steps to ensure that disclosure of information to third parties overseas complies with Australian privacy laws.

How the Association Holds and Secures Personal Information

44. The Association directly handles personal information electronically and in hard copy form, with data secured either at National Council premises or remotely.
45. The Association may contract third parties to conduct its primary purpose and in doing so, they may collect personal information through software or external software and save personal information at physical premises or off site. In all instances, a range of measures are implemented to protect the security of that personal information. The Association takes reasonable steps to destroy or de-identify personal information where it is no longer needed for a permitted purpose.
46. Measures include retaining electronic records in a database that requires a two-factor authentication process to logon. Hard copies of personal information are stored securely.

Data breach notification

47. Where a data breach occurs when personal information is accessed, disclosed without authorisation or is lost, the Association will notify affected individuals and the Office of the Australian Information Commissioner when a data breach involving personal information is likely to result in serious harm in accordance with the Privacy Act.

The Society's Website

48. The way the Society's website is designed means that when interacting with the Society, website users will be interacting with the National Council as well as the Society in the state or territory in which they reside.

49. When navigating the Society's website, users enter through a shared webpage where there is information common to the Society in Australia. Users may then seek specific locationally relevant information about the Society by navigating to the website of the selected state or territory.

Donating Moneys on the Society's Website

Donations made to National Council

50. When making a monetary donation to the National Council, for example for a national natural disaster or the Society's initiatives under the Overseas Development Program, the personal information entered on the website is stored by the Association and managed in accordance with this Privacy Policy. Individuals who make a monetary donation to National Council will receive a tax-deductable receipt for any donation above AUD \$2.00.

Donations made to the Society at the State and Territory Level

51. The Society's website uses geographical directing when website users wish to make a monetary donation. When people donate moneys to the Society, they are directed to the various web-based donation platforms that are offered by each state and territory. When donating moneys to the Society in a state or territory, the personal information entered on the website is stored by the relevant state or territory, in accordance with their relevant Privacy Policy. The listing of the Society's state and territory privacy policies is included at **Appendix 1**.
52. An exception to this approach occurs when a donor specifies they wish to donate to a specific cause outside the state or territory in which they reside. This can be done by navigating from the shared website to the desired fundraising page operated by a state or territory.

Capture, Storage and Publication of Photographs, Videos and Interviews for use on the Society's Website, Social Media Platforms and Other Publications

53. The Association is responsible for managing the Society's national website, social media platforms and publications. The website, social media platforms and publications often contain images, videos, interviews and stories of individuals who have been supported by the Society, to promote the Society's work including fundraising and public awareness campaigns.
54. The Association will seek consent from individuals, or where appropriate their legal guardian, before taking photographs, videos or conducting interviews. Consent will be gained by using the consent form available at **Appendix 2**.
55. The Association will clearly outline the intended use of the images, videos, and interviews. All images, videos, interviews and appropriate consent are stored securely in accordance with this Privacy Policy. Individuals can revoke their consent at any time, by using the contact details below.
56. In accordance with National Council's Safeguarding of Children and Adults at Risk Policy, images, videos and interviews of children and adults at risk are generally captured in a way to avoid the possibility of identifying the subjects, or this is achieved through post-production processes. Similarly, written stories focused on these subjects generally do not provide information, such as names or locations, that could be used to identify the individuals involved.
57. Where a person has agreed to their identity being used in advocacy or other initiatives of the National Council, this agreement is explicitly documented, in accordance with the above policy.
58. The Association engages with partner organisations to promote the work of the Society and its mission. Where images and videos are included in this work, the National Council will ensure that the above-noted consent is in place.

How the Association Treats Information Disclosed Through the Society's Website

Websites

59. When an individual visits the Society's website to read, browse and download information, systems may record information such as browser type, operating system, the date and time the websites were visited, the pages accessed, and any information downloaded.
60. This information is used by the Association or third parties to analyse how people who visit the website navigate these sites when they are seeking information. The Association analyses these navigations to refine and improve offerings so that website users find the information they are seeking efficiently. Some of the third parties used (e.g. Facebook and Google Analytics) are likely to have access to an individual IP address.

Subscriptions and Monetary Donations

61. When an individual visits the Society's website to make a monetary donation or subscribe to information, the website will seek contact and payment information (in the case of making a monetary donation only). This information is stored securely using the website's systems.

Cookies

62. Like many other websites, the Society's website may use an internet browser feature from time to time called 'cookies'. A cookie is a small data file that may be placed on a web user's computer the first time that a computer visits a website that operates cookies.
63. Individuals can configure their web browsing software to reject cookies; however, this may limit functionality or prevent them from accessing some parts of the website.

Google Analytics

64. The Association uses Google Analytics to inform and optimise the information placed on the Society's website, based on past visits to the website.
65. Google Analytics provides insights on how visitors use the website based on their browsing habits, so the Association can improve the website to make it easier to find information. Google also receives this information as website users browse the Society's website and other websites on the Google Display Network using Remarketing. This allows Google to use behavioural targeting of individuals based on their browser history.
66. If an individual would like to opt-out of customised Google Display Network services and Google Analytics for Display Advertising, browser settings should be updated. The use of the Google Analytics Opt-out Browser Add-on ensures a website user is not tracked into Google Analytics.

Third party websites

67. When an individual visits non-Society third party websites from a link on the Society's website, they exit the Society's website.
68. The website may contain links to other websites (including websites administered by a State and or a Territory Council of the Society in Australia and the Society's International General Council) that are not administered by the Association. All St Vincent de Paul Society entities located in other Australian states and territories are bound by the Privacy Act (Cth) and by the APPs.

HOW INDIVIDUALS CAN REQUEST ACCESS TO OR AMENDMENT OF PERSONAL INFORMATION HELD BY THE ASSOCIATION

69. An individual may formally request access to their personal information held by the Association at any time.
70. If an individual has any queries or concerns about the personal information that may be stored or they wish to access or correct any of the personal information that may be held about them, they can make a request using the details below.
71. The Association will always need to verify an individual's identity before a response can be prepared.
72. When making an access or correction request, individuals are asked to provide details of the particular information being sought, to assist in locating the information.

PRIVACY COMPLAINTS

73. The Association will deal with complaints relating to privacy issues in accordance with National Council's Complaints Management Policy ([link here](#)).
74. The Society takes privacy concerns very seriously. Where an individual expresses any concerns that National Council or the Association has interfered with their privacy, the Association will respond to let them know who will be handling their complaint and when they can expect a further response (generally within 30 days after a complaint has been received and acknowledged).

Contact: Privacy Officer
Email: admin@svdp.org.au
Post: PO Box 243, Deakin West ACT 2600
Domestic: (02) 6202 1200
International: +61 2 6202 1200

75. For information about privacy generally, or if an individual has any concerns about how the Association has resolved a complaint regarding their personal information to their satisfaction, individuals can contact the Office of the Australian Information Commissioner:

Website: www.oaic.gov.au
Post: GPO Box 5218, Sydney NSW 2001
Email: enquiries@oaic.gov.au
Privacy Hotline: 1300 363 992.

PUBLICATION OF THIS PRIVACY POLICY

76. National Council will publish and update this Policy on its website (www.vinnies.org.au) and will make available a copy of the policy on request.

RELATED POLICIES

- National Council ICT Policies
- Complaints Management Policy
- Safeguarding of Children and Adults at Risk Policy
- Employment Reference Policy
- Social Media Policy

DOCUMENT INFORMATION

TITLE	Privacy Policy
DOCUMENT TYPE	Policy
DOCUMENT NUMBER	POL_05
AUDIENCE	Public
CATEGORY	Governance
TOPIC	Privacy
SUBTOPIC	
EFFECTIVE DATE	8 October 2022
REVIEW DATE	8 October 2024
RESPONSIBLE OFFICER	National Council Chief Executive Officer
APPROVER	National Council (<i>Board Resolution 53/2022</i>)
ENQUIRIES	admin@svdp.org.au

REGISTER OF STATE AND TERRITORY PRIVACY POLICIES

State/Territory	SVdP State / Territory Council Policy
Australian Capital Territory & surrounding regions of New South Wales	Canberra/Goulburn Privacy Policy
New South Wales	NSW Privacy Policy
Northern Territory	NT Privacy Policy
Queensland	Queensland Privacy Policy
South Australia	SA Privacy Policy
Tasmania	Tasmania Privacy Policy
Victoria	VIC Privacy Policy
Western Australia	WA Privacy Policy

CONSENT FORM FOR USE OF INTERVIEWS, PHOTOGRAPHS AND VIDEO

BACKGROUND

The St Vincent de Paul National Council of Australia Inc. (the National Council), independently and in conjunction with others, produces publications and administers public awareness campaigns to:

- increase public and stakeholder awareness of our mission, programs and services
- advocate for outcomes associated with our mission.

For the above purposes, the National Council produces and distributes a range of promotional materials, including:

- external and internal publications, such as updates, newsletters and magazines
- corporate publications, such as annual reports and fact sheets
- online publications, such as websites and social media presences
- television, print, radio and online media segments or advertisements.

The National Council's privacy policy is available at www.vinnies.org.au/privacy and contains information about how to access and correct personal information and how you may complain about a breach of your privacy.

The copyright in images used for these purposes, rests with the National Council.

CONSENT

I give permission for images in which I/my child/the children of whom I act as the guardian appear and are used by the Society for public relations purposes.

In particular, I note that this may include images or video being used in the above print and electronic publications.

I give permission for video interviews to be transcribed and used in print and electronic publications noted above.

I understand that the National Council will not be accountable should overseas recipients of these images breach Australian privacy laws and that I will not be able to seek redress under the Australian Privacy Act.

I have read and understand this notice, and consent to the collection, use and disclosure of my image, including disclosure to overseas recipients, as outlined above.

I understand this consent is valid in perpetuity. I acknowledge I am able to revoke my consent by contacting media@svdp.org.au.

I acknowledge that National Council may continue to hold my/our images after this date and may use them for archival or documentary purposes after this consent has expired.

Signed _____

Dated _____

[Privacy Policy](#)

SHOOT INFORMATION

SHOOT

Date _____
Image Details _____

PHOTOGRAPHER

Name _____
Number _____
Email _____
Signature _____

APPROVALS

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

