

# South Bank Corporation Policy Corporate Affairs

**SUBJECT: Photographic consent**

**DATE CREATED: June 2009**

**REVIEW DATE: June 2010**

To ensure that, where appropriate, expressed consent is given by photographic subjects to South Bank Corporation to use a particular photograph. South Bank Corporation also stores information collected from photographic subjects.

## **Procedure**

- Photographic consent forms are located on TRIM, document no: D/09/17883 (please note that this form is due to be reviewed)
- People are asked to complete the forms so South Bank Corporation can use the photograph in publications or online.
- Verbally tell the photo subject what the photographs will be used for (in general terms) and that it's part of South Bank Corporation's normal operating activities. Photos will be stored and maintained in accordance with the privacy policy, available from the South Bank Visitor Centre or [www.visitsouthbank.com.au](http://www.visitsouthbank.com.au)
- Completed forms are stored in a folder with the Coordinator, Corporate Affairs.
- These forms are sent to central file for archiving as appropriate.