



THE ENGINEERING LINK GROUP (TELG)

PHOTOGRAPHY & MEDIA CONSENT POLICY

Document Control

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Approved By: TELG Board

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1. PURPOSE

TELG uses photographs and video recordings to:

- Promote STEM education
- Showcase participant achievements
- Report outcomes to sponsors
- Demonstrate program impact
- Support future participation

This Policy governs the collection, storage and publication of participant images.

2. SCOPE

Applies to:

- Engineering Link Project
- Engineering Link Roadshow
- Bridge Competitions (Queensland and New South Wales)
- STEM-Sell
- Teacher professional learning events
- University partnership events

3. CONSENT REQUIREMENTS

TELG will obtain consent before:

- Photographing identifiable participants for promotional purposes
- Publishing participant images
- Sharing images externally

Consent will be obtained through approved registration processes.



4. PARTICIPANTS UNDER 18

Consent must be provided by:

- Parent
- Guardian
- Person authorised to provide consent

5. USE OF IMAGES

Approved Uses

- TELG website
- Social media
- Sponsor reports
- Annual reports
- Marketing material
- Program evaluations

6. PROHIBITED USES

TELG will not:

- Sell participant images
- Provide identifiable participant images to sponsors for unrelated marketing
- Publish sensitive personal information alongside images

7. IMAGE SELECTION

Images must:

- Reflect TELG values
- Show participants appropriately
- Maintain participant dignity
- Avoid identifying sensitive information

8. IMAGE STORAGE

Images must be stored within approved TELG systems including:

- SharePoint
- Microsoft 365

Storage on personal devices is discouraged and must be temporary only.



9. WITHDRAWAL OF CONSENT

Parents or participants may request withdrawal of consent.

TELG will:

- Remove images from future publications where reasonably practicable
- Record withdrawal requests
- Update participant records

Previously published material may not always be recoverable.

10. SPONSOR REPORTING

Sponsors may receive:

- Event photographs
- Aggregate participation data

Sponsors must not use participant images beyond approved reporting purposes without separate written permission.

11. EVENT SIGNAGE

Where photography is occurring, event signage should advise attendees that photographs and video may be taken.

12. COMPLAINTS

Concerns regarding image use may be submitted under the Privacy Complaint Procedure.

13. RELATED DOCUMENTS

- Privacy Policy
- Collection Notice
- Child Information Handling Procedure
- Information Privacy Procedure
- Privacy Complaint Procedure

14. REVIEW

This Policy will be reviewed every two years or following significant legislative or operational changes.