
Social Media Guidelines

Approved by Board: 6 October 2020

Next review date: 30 June 2022

Managed on behalf of the CEO and Board by: Program Managers

*Revisions to this version are identified on the last page.

Crawford Fund, registered by the [Australian Charities and Not For Profit Commission](#) recognises the importance of guidelines to ensure the rights and dignity of people whose images are used in Crawford Fund's publications are protected.

To protect people's privacy and intellectual property, taking photos, video or audio recordings during lectures, practical classes, tutorials or any other learning activity as part of your studies is generally not allowed. If you wish to take photos or recordings, you need the written permission of the staff member supervising the activity.

You need written permission before you can take photos, video or audio recordings of lectures, tutorials, practical classes or any other learning activity. Any photos or recordings are for private use only and must not be distributed in any way.

Where the recording may contain sensitive information, you should also gain written permission from the subject coordinator. If you are requesting to record learning activities because you have a disability, you should contact the Chief Executive Officer to arrange authorisation.

Photos or recordings of learning activities are for your own personal study use only. Distribution of these photos or recordings is not allowed. This means that you cannot share the recording with others (even classmates) without additional permission from the supervisory staff member. Posting photos or recordings to the internet, social media, or to a device which others can access, is not allowed.

Guidelines for taking photos or recordings of teaching activities, or photographing or filming a child for work related purposes:

- You can only take photos or other recordings where individuals are identifiable with the express permission of each of those individuals, their legal guardians or, in the case of animals, their owners.
- When taking photographs, audio or video recordings of clients (human or animal) within any clinic or hospital in which University teaching occurs, the express written permission of the relevant Dean is required.

- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- *If you are on an external placement, internship, masterclass, friendship grant, DFAT grant or research project* – you may only take photographs, audio or video recordings on such placements with the express permission of your placement supervisor and the individuals in question, their legal guardians or, in the case of animals, their owners. You must maintain a professional level of confidentiality and comply with any professional guidelines under which that workplace may operate.

***Revisions to Social Media Guidelines**

Nature of proposed revisions	Date on which CEO endorsed	Date on which Board approved
Policy Initially approved	6 Oct 2020	6 Oct 2020

This Policy will be reviewed and adjusted, as required, by the CEO, staff and Board at least every two years.