Privacy, Photography and Media Policy – June 2026

Purpose

The purpose of this policy is to ensure that the Independent Girls Schools Sports Association ("IGSSA") manages privacy, photography and media practices responsibly, lawfully and consistently with the requirements of the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

IGSSA is committed to protecting the privacy and wellbeing of students, staff, volunteers and school communities participating in IGSSA activities and events.

Scope

This policy applies to:

- IGSSA staff and contractors
- Officials, volunteers and event personnel
- Schools participating in IGSSA competitions and events
- Third-party photographers, videographers or media engaged by IGSSA
- All IGSSA-managed websites, publications and social media platforms

Privacy principles

IGSSA recognises that schools retain responsibility for student records and personal information relating to their students.

IGSSA will:

- Only collect information necessary for the administration of competitions and events;
- Avoid collecting personal information about students wherever possible;
- Ensure information is handled securely and appropriately;
- Only use photographs, video or media content in accordance with this policy and with appropriate consent;
- Comply with applicable privacy obligations under the Privacy Act 1988 (Cth)

Collection of student information

IGSSA does not collect or maintain individual student personal information such as:

- student names;
- dates of birth;
- contact details;

- addresses;
- medical information;
- photographs linked to identifying information; or
- other identifiable student records.

Responsibility for student data remains with each participating school.

Schools are to provide team-based information only for the purposes of fixtures, draws, results and competition administration. Examples include:

- "Year 7C Netball Team"
- "Senior Volleyball Team"
- "Middle A Basketball Team"

IGSSA will not request or store identifiable student data unless required by law or in circumstances relating to safety or event management.

Photography and videography

IGSSA acknowledges the importance of protecting student privacy and ensuring images are used appropriately.

1. IGSSA-Arranged Photography or Videography

IGSSA will not arrange or permit photography or videography of students by external photographers, videographers or media representatives unless prior written approval has been obtained from the relevant participating school(s).

Schools are responsible for ensuring that any required parent/caregiver consent has been obtained in accordance with their own policies and procedures.

Where photographers or videographers are engaged by IGSSA:

- they must comply with this policy;
- they may only photograph or film students authorised by the school;
- images must be used only for approved IGSSA purposes;
- images must not identify students by full name unless specifically authorised by the school.

2. Images Supplied by Schools

IGSSA may publish photographs, video or media content supplied by participating schools where the school has confirmed that appropriate permissions and approvals have been obtained.

By supplying images or media content to IGSSA, schools confirm that:

- they have authority to provide the material;
- required consent has been obtained from parents/caregivers and/or students where applicable;
- the material may be used by IGSSA for promotional, communication and reporting purposes.

3. Use of Images and Media

Approved images and media may be used by IGSSA for:

- websites;
- social media platforms;
- newsletters;
- annual reports;
- promotional publications;
- event communications.

IGSSA will take reasonable steps to ensure that:

- images are respectful and appropriate;
- students are not identified by full name without approval;
- images are not used in a misleading, inappropriate or unsafe manner.

Social media administration and responsible use

IGSSA recognises that social media is an important communication and promotional tool for school sport activities, events and achievements. IGSSA is committed to ensuring that all social media activity is conducted responsibly, respectfully and in accordance with privacy obligations and community expectations.

1. Authorised Users

Only authorised IGSSA officers or individuals specifically approved by IGSSA may:

- access or administer IGSSA social media accounts;
- publish, edit or remove content;
- respond to messages or public comments on behalf of IGSSA;
- upload photographs, videos or other media content.

Access credentials for IGSSA social media accounts must be kept secure and confidential.

2. Responsible Use

All persons authorised to manage IGSSA social media accounts must:

- act professionally and respectfully at all times;
- ensure content aligns with the values and reputation of IGSSA;
- comply with this Privacy, Photography and Media Policy;
- comply with applicable privacy laws, including the Privacy Act 1988 (Cth);
- avoid publishing confidential, sensitive or identifying student information;
- ensure photographs and media content have appropriate approval prior to publication;
- use respectful and appropriate language in all communications;
- avoid content that may be discriminatory, defamatory, offensive, bullying, harassing or inappropriate.

3. Student Identification

IGSSA social media platforms will avoid identifying individual students by full name unless express approval has been provided by the relevant school.

Where possible, references will be made to schools, teams or competitions rather than individual students.

4. Moderation and Removal of Content

IGSSA reserves the right to monitor, moderate and remove content from its social media platforms where content is considered:

- inappropriate or offensive;
- inconsistent with IGSSA values or policies;
- in breach of privacy obligations;
- unsafe or potentially harmful to students or the school community.

IGSSA may also restrict or remove access to users who engage in inappropriate conduct on IGSSA social media platforms.

5. Personal Use of Social Media

IGSSA staff, volunteers and officials must not represent personal opinions as those of IGSSA.
Any person associated with IGSSA who references IGSSA online is expected to behave respectfully and in a manner that does not damage the reputation of IGSSA, participating schools, students, officials or the wider school sport community.

6. Reporting Concerns

Concerns regarding IGSSA social media content, privacy issues or inappropriate online behaviour should be reported to IGSSA administration for review and appropriate action.

Data security and storage

IGSSA will take reasonable steps to protect information and media content from misuse, interference, loss, unauthorised access, modification or disclosure.

Any records maintained by IGSSA will be stored securely and accessed only by authorised personnel.

Third party media

Media organisations attending IGSSA events must obtain approval from IGSSA and participating schools where students may be photographed, filmed or interviewed.

IGSSA reserves the right to restrict or refuse media access where privacy, safety or consent requirements are not satisfied.

Complaints and concerns

Questions, concerns or complaints regarding privacy, photography or media use should be directed to IGSSA administration.

IGSSA will investigate concerns promptly and take reasonable steps to resolve issues in accordance with applicable privacy obligations.

Review cycle

This policy will be reviewed on a two-yearly basis to ensure ongoing compliance with relevant legislation, best practice and operational requirements.