

The use of videos and photos

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Directions to personnel on the use of videos and photos.

1.0 The use of videos and photos

In accordance with the NWSS policy, **Decision making and consent**, the people we support and/or their families will be asked for consent to take and use videos and photos for:

- The personal records of the person being supported
- NWSS to use in their staff training programs
- Showing the public how we support people

NWSS will meet the following conditions:

- "Photos and videos will only be taken of me by staff who have permission from the management team and, in accordance with the **Communication style guide**, **Decision and consent** and **The use of videos and photos** policies."

The General service induction states:

"You are not to take videos or photographs without permission from a management team member and only on the condition that they are given to NWSS for storage and use and deleted from any personal devices."

- All photos and videos will remain with NWSS and be given to the person being supported and/or their family if they wish
- We will inform the person being supported and/or their family if we want to use them where the public will view them
- We will use them in accordance with the General Manager's position description task:

"Ensure that NWSS' written material, and use of video and photos are professional, positive, respectful and dignified".

- We will delete them if the person being supported and/or their family requests it

Consent will be requested in the Provision of Service Agreement:

“I am happy for videos and photos to be taken of me by staff who have permission from the management team and in accordance with our policies, **Decision and consent** and **The use of videos and photos.**”

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