



## **Trail Riders of Victoria Inc. Photography and Image Use Policy**

Date adopted:

Approved by: Committee of Trail Riders of Victoria Inc.

Applies to: All members, volunteers, contractors, and visitors

### **1. Purpose**

This policy sets out how photographs and videos taken at Trail Riders of Victoria events or on club premises may be created, used, stored, and shared.

It protects the privacy of individuals and ensures the club complies with copyright and consent requirements.

### **2. Scope**

This policy applies to:

- All club events, functions, training sessions, and fundraisers.
- All members, volunteers, guests, photographers (paid or unpaid), and contractors who take or use images on behalf of the club.
- All images captured digitally or on film that show club members, participants, or identifiable individuals.

### **3. Ownership and Copyright**

- Photos and videos taken for the club's purposes are considered club property.
- Where a member or volunteer takes photos on behalf of the club, copyright remains with the photographer, but the club receives a permanent, royalty-free licence to use those images for club purposes (including internal displays, newsletters, website, and promotional material).
- If the club engages a paid photographer, a written agreement must specify that the club owns or has ongoing rights to use the photos.

#### **4. Consent**

- The club seeks consent from individuals (or parents/guardians for minors) before using identifiable images publicly.
- Attendance at events constitutes consent for group or crowd images used in newsletters or club materials, unless a person requests not to be included.
- Members may request removal of an image featuring them at any time, and the club will respect such requests where reasonable.

#### **5. Acceptable Use**

- Photos may be used to promote the club, celebrate achievements, record history, or share updates with members.
- Photos must not be used for personal commercial gain, self-promotion, or external advertising unrelated to the club.
- The club may display historical photos in the clubhouse or archives as part of its history and culture.

#### **6. Privacy and Data Protection**

- Contact information for donors, guests, or members must never be requested or shared by photographers for personal or commercial purposes.
- Images stored digitally should be kept securely and only accessed by authorised committee members.

#### **7. Misuse of Images**

- Any member or volunteer who uses club photos without permission, or for personal commercial activity, may face disciplinary action under the club's Code of Conduct.
- The club may request the removal or deletion of any unauthorised use of images that misrepresents or harms the club or its members.

#### **8. Review**

This policy will be reviewed every two years or earlier if required by changes in law or club operations.

#### **9. Contact**

Questions about this policy should be directed to the Club Secretary or President at [trailridersofvictoria@gmail.com](mailto:trailridersofvictoria@gmail.com)