

## Personal use:

Patients, their families and friends are welcome to film or record in Calvary Hospital for personal use when it is safe and appropriate to do so, and when they are the only person or persons featured.

However, there are times when taking photographs, filming or recording can affect the care of our patients, breach the privacy of other patients or visitors, or breach the privacy of staff at Calvary.

Patients, their families and friends don't need permission to photograph, film or record themselves or a loved one while in the hospital **as long as** they don't photograph, film or record a member of staff or any other patient or visitor. This includes capturing the voice or image of anyone nearby. Please be aware that this includes streaming or broadcasting on applications such as Skype or Facetime.

To photograph, film or record any part of your clinical care you **must** have permission of **all** staff members involved in the clinical care. If you are planning to film or record any clinical care, please request permission from staff **before** it begins. This includes staff who may feature prominently or incidentally in any photography, video or audio material.

You must not photograph or record any staff who do not consent to your request, and you must **STOP** photographing, filming or recording at the request or direction of clinical staff at any time.

We ask that any material featuring a Calvary staff member who has consented to being recorded is not posted online or on any form of social media (Facebook, Instagram, Twitter etc.) without their permission.

These conditions apply equally to other patients, visitors, contractors and volunteers.

Please ask a staff member for guidance if you are uncertain when it is appropriate to take a photo, film or record.

## Non-personal use:

The conditions above also apply to professional photographers and all media wishing to take photographs, film or record anywhere on the Calvary Bruce and Barton campuses.

In addition, professional photographers and media must first discuss their request, and obtain permission from the Media & Communications Manager (02) 6201 6628, the Chief Executive Officer or the Executive On-Call.

To respect and protect the privacy of our patients, visitors and staff, if permission is provided to film, photograph or record, all media and film crews must be accompanied on site by the Media and Communications Manager at all times.

## Summary

Calvary Public Hospital Bruce's requirements are supported by legislation including the Privacy Act and the Health Act. However, the guiding principle around this matter is that we are uncompromising in respect of the Personal Information and Privacy of Patients, and we require people in our care to extend the same courtesy to their care providers and other patients.

If you wish to discuss any aspect of these arrangements, please ask to see the Ward Manager or the Nursing Team Leader.