

Media Policy:

1. Introduction

1.1 Veracity Training & Counselling (ABN 19738756107) (“Company”, “We”, “Our”, “Us”) values the privacy, dignity, and preferences of all Participants. This Policy explains how We capture, use, and store photographs, video, and audio recordings (“Media”) during training courses and related events (“Courses”).

1.2 This Policy does not apply to counselling services provided by Veracity Training & Counselling, which are governed by strict confidentiality and privacy rules.

1.3 This Media Policy is a policy-level document. It does not form part of the Terms and Conditions and is not, of itself, a contractual document. However, the behavioural standards and expectations reflected in this Policy may be incorporated into the Terms and Conditions to the extent necessary to support safe, lawful, and appropriate delivery of Our Services. We may take reasonable action in response to conduct that is inconsistent with those standards, including modifying, pausing, or ending participation in Services, subject to any rights You may have under the Australian Consumer Law.

2. Consent to Media

2.1 Media may be captured during Courses to document the learning environment, training activities, and group participation. This may include candid photographs taken during the Course and occasional group photographs taken at the conclusion of a Course. Participants will be informed that Media may be captured and may notify Us at any time if they prefer not to appear in identifiable Media. We will take reasonable steps to respect such preferences.

2.2 Participants who prefer not to appear in identifiable Media may notify Us at any time before or during the Course. Where such a request is made, We will take reasonable steps to avoid capturing or using Media that identifies that Participant.

2.3 Where a Participant is under 18 years of age, parental or guardian consent is required before We intentionally capture or use identifiable Media of that Participant. Minors may appear incidentally in group or environmental Media captured during Courses; however, We will avoid intentionally identifying or featuring minors in Media used for promotional or public purposes without appropriate consent.

3. Use of Media

3.1 Media captured during Courses may be used for purposes such as:

- promoting Our Services (including website, social media, brochures, and training resources);
- documenting training delivery, learning activities, and participation during Courses;
- reporting to partner organisations, accrediting bodies, or funders where required in connection with the delivery of Our Services; and
- quality assurance, professional supervision, and internal review of Our training practices.

3.2 We do not sell or license Media to unrelated third parties.

3.3 Participants must not record audio, video, or photographs of Courses, Course activities, other Participants, or Staff without Our prior permission and the consent of any identifiable individuals. This requirement supports privacy, confidentiality, and psychological safety within training environments.

3.4 Participants must not publish, share, or distribute Media from Courses (including photographs, video, audio, or screenshots) that identifies other Participants, Staff, or Contractors, or that discloses confidential or sensitive information, without prior written consent from Us and any identifiable individuals.

4. Storage and Security

4.1 Media is stored securely in line with Our Privacy Policy.

4.2 If Media includes “personal information” or “sensitive information” under the Privacy Act 1988 (Cth), it will be handled in accordance with the Australian Privacy Principles (APPs) and applicable health record laws.

5. Withdrawing Consent

5.1 Participants may request that Media identifying them not be used by providing written notice using the contact details in clause 8. We will respect such requests and take reasonable steps to cease future use of Media that identifies the Participant.

5.2 Where Media identifying a Participant has already been published (for example in printed materials, public reports, websites, or social media), We will take reasonable steps to remove or cease further distribution of that Media where practicable. However, complete removal may not always be possible, particularly where Media has already been distributed, archived, or shared by third parties.

6. Changes to This Media Policy

6.1 We may update this Media Policy if laws, professional standards, or Our operational requirements change. The latest version will be available on Our website at <https://www.vtac.life/vtac-other-policies> with the revision date.

6.2 As this Media Policy is a policy-level document and not a contractual term, updates take effect immediately upon publication unless otherwise specified.

6.3 As this Media Policy is a policy-level document, it does not of itself create contractual obligations. However, the behavioural standards and expectations reflected in this Policy may be incorporated into the applicable Terms and Conditions.

6.4 You may choose to review this Policy periodically for any updates.

7. Definitions

For the purposes of this Media Policy, the following Terms shall have the meanings set forth below:

Company means Veracity Training & Counselling (ABN 19738756107), trading under the business names Veracity Training & Counselling and Veracity Training Services, referred to in this Policy as “We”, “Our”, or “Us”.

Consent means prior, informed, voluntary agreement given by a Participant, or by a parent or guardian for Participants under 18 years of age, where consent is required under this Policy or by applicable law.

Contractor means any independent person or organisation engaged by Us to provide Services on Our behalf, whether paid or unpaid.

Course(s) means training, workshops, and related events delivered by Us, excluding counselling services.

Participant means an individual attending a Course or event delivered by Us.

Media means photographs, video recordings, or audio recordings created during Courses.

Staff means employees, contractors, and volunteers engaged by Us in the delivery of Our Services.

Services means Counselling, training, and related services provided by Veracity Training & Counselling.

VTAC has the same meaning as Company.

8. Contact Us

If You have any questions or concerns about this **Media Policy**, please contact Us at Veracity Training & Counselling; Email: info@vtac.life.

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