

Visitor Information Sheet: Filming, Photographing and Recording by the NGV

As indicated in the **Terms and Conditions of Public Entry** displayed at all National Gallery of Victoria (“NGV”) premises, the NGV creates records of its events and activities for **reporting, archival and promotional purposes**. These records may include images, films and sound recordings.

These records may be used by the NGV:

- **to report on and promote the NGV’s activities through its own channels** including, but not limited to, the NGV Members magazine, the Annual Report, the NGV website; and
- **to promote the NGV’s activities through a variety of third party channels** including print media and social media channels, including Facebook and Twitter.

Unless required by law, or permitted by the *Information Privacy Act 2000*, **these records will not be released to third parties for purposes other than those described above.**

Anyone filming, photographing or otherwise recording on behalf of the NGV will be **clearly identified**.

If you are **visiting the NGV** and become aware that recording is taking place and you do not wish to be recorded, please let the photographer/videographer know and they will make all reasonable efforts to ensure that you are not recorded.

If you are attending a **program** such as a floor talk or lecture, the NGV’s program coordinator will announce, at the commencement of the program, that a photographer/videographer will be present. If you do not wish to be recorded, please make yourself known to the program coordinator or photographer/videographer prior to commencement of the recording and they will make all reasonable efforts to ensure that you are not recorded. You may be asked to co-operate with their efforts by moving your own seat and/or location.

During larger events such as **exhibition openings** or **NGV Members events** it may not be possible to advise attendees verbally of the NGV’s intention to photograph, film or record the event. In this instance, and as far as is practicable, advisory signage will appear at the most obvious entrance points to the event and on any invitation.

There are specific arrangements in place for any event at the NGV involving children where recording may occur. In all cases, the NGV will ensure that appropriate release forms are signed by the child’s parent or guardian before recording occurs.

If you can be clearly identified in an NGV record and you do not want the NGV to retain or use the record, a request can be made for the record to be deleted by writing to the NGV Privacy Officer at 180 St Kilda Road, Melbourne, Victoria, 3004, or via email to privacy@ngv.vic.gov.au. Such requests will generally be granted unless they conflict with the NGV’s other legal obligations including those under the *Public Records Act 1973*.

For further information, please review our **Privacy Policy** on the NGV website or contact privacy@ngv.vic.gov.au