

EARLY START FACILITY

Privacy Protocols

The Early Start Discovery Space is an innovative and interactive space where play and study connect, and its success relies on observing, studying and sharing with others the way its visitors experience the exhibits. The Discovery Space will be using the latest technology to capture visitors' experiences and share them with other children and educational professionals throughout Australia and the world, which requires effective frameworks to manage the flow of data, images and personal information.

Under NSW Privacy law anything that identifies a person (directly or by deduction) is that person's personal information. Personal information includes such things as photographs and audio-visual footage of a person.

The Discovery Space may be recording visitors' experiences, and visitors will be generating their own interactive experiences. The Discovery Space has developed these situation based Privacy Protocols that outline how it will manage any personal information captured and shared, including how it will seek the consent of those involved where practicable.

Situation 1: The Discovery Space Records Visitors

(a) Members of the Public - Notice at Entry

The Discovery Space will advise visitors on entry that they may be photographed or recorded during their visit

Prior to using any photographs or recordings The Discovery Space will:

1. explain the way that it intends to use the photographs or recordings, such as in print publications and on social media; and
2. obtain the visitor's express consent to use the photographs or recordings.

If at entry a visitor notifies The Discovery Space staff that they do not want to be photographed or recorded, the following steps will be taken:

1. a wrist band, indicating that the visitor does not wish to be photographed or recorded, will be issued to the visitor; and
2. the visitor will be told the location of any recording or live-streaming areas so that the visitor can choose to avoid those areas.

(b) School Groups – Consent Confirmed on Booking

Any visiting school group will complete a booking form prior to visiting The Discovery Space. The booking form will include details of how The Discovery Space intends to use any personal information captured during the child's participation in ESDS activities.

It is the responsibility of the Principal to obtain all relevant consents from a child's parent or legal guardian before the school group visits The Discovery Space.

It is the responsibility of the Principal and the supervising teacher on the day of the visit to advise The Discovery Space of any child for whom such consent has not been received. A wrist band, indicating that the child is not to be photographed or recorded will be issued for the child to wear.

Situation 2: Visitors Record Their Own Visit

The Discovery Space will notify visitors at entry that they are welcome to take photographs or videos during their visit, for their personal use only

The Discovery Space staff will monitor activities to ensure such visitor activities are respectful of others.

Situation 3: The Discovery Space stores Recordings

The Discovery Space will safely and securely store any recordings of visitors, and will only use and release those recordings in compliance with these Privacy Protocols and privacy laws.

Further information is available on UOW's privacy homepage at <http://www.uow.edu.au/about/privacy/index.html>

Situation 4: The Discovery Space Provides Access to Others of Recordings

The Discovery Space facilitates connecting real experiences to visitors, researchers and educators by creating virtual pathways between The Discovery Space, communities and educators in rural, regional and remote areas, including Early Start Engagement Centres (ESEC). However, enhanced accessibility through innovative technologies must be balanced against the privacy needs of participants. This can be achieved through adoption of appropriate conditions for using those technologies.

Anyone seeking access to The Discovery Space resources, including transmissions and recordings of visitors, must seek permission from The Discovery Space and agree in writing to comply with any terms and conditions of use established by The Discovery Space.

For example:

- those wishing to receive a transmission from The Discovery Space agree to only use those transmissions for educational purposes and not to share those transmissions with others.
- where a transmission is live and interactive between The Discovery Space and an outreach participant such as an ESEC:
 - signs will be erected in The Discovery Space enabling visitors to identify live transmission zones and participate voluntarily by venturing into those zones or avoid those zones, and
 - those participating at the ESEC must, prior to transmission, provide The Discovery Space with written consent for their personal information to be shared with The Discovery Space.

Situation 5: Media Filming

If the media are filming within The Discovery Space, visible signs will be placed around The Discovery Space notifying visitors of the time, location and purpose of filming.