

ComPack



"WORKING WITH COMMUNITIES"

PROTOCOLS PACKAGE

HEALTH INTERACTIVE TECHNOLOGY NETWORK

TABLE OF CONTENTS

INTRODUCTION.....	3
What is ComPack?	3
Why Protocols are Needed	3
Description of Special Terms	4
What are Protocols?.....	4
What is Copyright?.....	4
What Does Intellectual Property Mean?	4
How to use ComPack	5
Description of ComPack Documents	6
What are “Working With Communities” Protocols?	6
What are Permission and Release Forms?.....	6
What are “Working With Communities” Agreements?	6
COMPACK DOCUMENTS.....	7
“Working With Communities” – Cultural Protocols.....	8
Respect	8
Indigenous Control	8
Consultation, Communication and Consent	8
Interpretation, Integrity and Authenticity	8
Secrecy and Confidentiality.....	8
Acknowledgement and Tribute.....	9
Continuing Cultures.....	9
Sharing of Benefits	9
Recognition and Protection under the Law.....	9
Cultural Sensitivities Around Loved Ones Who Have Passed Away.....	10
“Working With Communities” – Indigenous Copyright and Intellectual Property Protocols	12
Cultural Copyright, Indigenous Intellectual Property and Data Ownership	12
“Working With Communities” - Sorry Business Protocol	15
In the Event of a Death	15
“Working With Communities” - Checklist.....	17
Working with Community People.....	17
Covering Community Events	18
Working with Children	18
Removing Images	18
Photo /Audio/Video Permission Form.....	20
Artistic Material Permission Form.....	21
Historical Material Permission Form.....	22
Performer Release Form	24
“Working With Communities” - Protocol Agreement.....	26
Photo Manager Agreement	28
Use of Photo Manager	28
Contributions to the HITnet Project	29
Breach of Directives	29
Agreement	29

INTRODUCTION

The National HITnet Development Program (the HITnet project) is led by the University of Queensland in Cairns through the Centre for Rural and Remote Mental Health - Queensland.

When working in Indigenous communities collecting digital photos/audio/video for the HITnet project, it is imperative that staff and agents¹ observe Indigenous cultural protocols and that legal copyright management systems are in place. ComPack has been developed to cover these aspects.

WHAT IS COMPACK?

ComPack is a set of protocols developed by the HITnet project, together with community people and lawyers, to ensure project integrity and cultural safety. The intention is for HITnet staff and agents to present this series of protocol documents to community people, in order to come to an agreement about the way the project operates in each community.

ComPack underlines respectful ways that HITnet staff and agents wish to observe and adhere to when working in communities.

WHY PROTOCOLS ARE NEEDED

Indigenous protocols are necessary because of the differences in conduct between what is appropriate behaviour to "whitefellas" and what is appropriate behaviour to "blackfellas". As the two value systems have some core differences it is really important that outsiders develop appropriate ways of connecting with community.

Ways of dealing with issues and cultural material may differ from community to community therefore different protocols are needed to cover the diversity of urban, rural and remote Indigenous communities. In addition each community within these broad categories may also require different protocols.

¹ A HITnet agent is someone who has signed the Photo Manager Agreement, which gives them permission to gather information and material to upload onto the Touchscreen Kiosks

DESCRIPTION OF SPECIAL TERMS

What are Protocols?

Cultural protocols are ways of interacting with Indigenous people and their communities in an appropriate and respectful way. Protocols encourage ethical conduct and promote interaction based on good faith and mutual respect.

Copyright protocols outline appropriate ways of using Indigenous cultural material, and provide a protective legal framework around ownership and use of collected materials.

What is Copyright?

Copyright is/are rights under the Copyright Act, granted to the creators or owners of artwork or imagery. In the HITnet project's case this will include digital photos, artist's paintings, children's artwork, video footage and sound recordings of stories.

Copyright protects the ownership of the works, whether they are:

- sound recordings
- the photographer's photo
- the person in the photo/video

There is no need to register copyright.

What Does Intellectual Property Mean?

Intellectual property or IP is a term used by lawyers to identify legal entitlements or rights attached to certain types of information, ideas, or other indefinable material. Examples are an idea in your head or written down, or an individual's history. The holder of this legal entitlement is generally permitted to apply various exclusive rights in relation to the subject matter of the IP.

The term *Intellectual Property* reflects the idea that this subject matter is the product of the mind or the intellect, and that IP rights may be protected by law in the same way as any other form of property.

HOW TO USE COMPACK

- Present the contents of ComPack (listed below) at your community protocol meeting.
- Outline to community the purpose of each document in ComPack (see p6 for Description of Protocol Documents).
- Request that community members read the documents, especially "*Working With Communities*" - Sorry Business Protocol, "*Working With Communities*" - Checklist and "*Working With Communities*" - Protocol Agreement (all bolded below).
 1. "*Working With Communities*" - Cultural Protocols
Observing community cultural protocols
 2. "*Working With Communities*" - Copyright Protocols
Observing Indigenous copyright protocols
 3. "***Working With Communities***" - **Sorry Business Protocol**
Community release of content after death of participant
 4. "***Working With Communities***" - **Checklist**
HITnet staff and agents
 5. Permission Forms
Photo (audio/video) permission form
Artistic material permission form
Historical material permission form
 6. Release Form
Performer release form for performers employed in HITnet productions
 7. "***Working With Communities***" - **Protocol Agreement**
Confirmation of agreement between HITnet and community.
 8. Photo Manager Agreement
Protocols for use of the HITnet software
- Invite community to make changes to the protocol documents (3, 4 and 7) to suit each different community's needs. Leave a disc with the documents on it, email them or use a memory stick to transfer them directly.
- Make arrangements to meet again so HITnet staff, HITnet community agents and community leaders can sign the "*Working with Communities*" Protocol Agreement.

DESCRIPTION OF COMPACK DOCUMENTS

ComPack contains four **protocol** documents, four **permission and release** forms and two **agreements**.

What are "*Working With Communities*" Protocols?

A protocol document outlines the appropriate and respectful behaviours that community members expect of organisations operating in their community.

The four protocol documents titled "*Working with Communities*" specifically outline protocols relating to four areas:

1. Cultural respect
2. Copyright and Intellectual Property
3. Actions to be taken following the death of a participant
4. Tasks to be undertaken by HITnet staff and agents when working in a community.

The purpose of the first two protocol documents, "*Working with Communities*" - Cultural Protocols and "*Working with Communities*" - Indigenous Copyright and Intellectual Property Protocols is to promote a general understanding of the issues and sensitivities involved in those areas.

The third and fourth protocol documents, "*Working with Communities*" - Sorry Business Protocol and "*Working with Communities*" - Checklist, are for negotiation between HITnet staff and community members each time a community joins the project.

What are Permission and Release Forms?

The four permission and release forms are tools for use in gathering materials from communities and require signatures from those participating.

What are "*Working With Communities*" Agreements?

An agreement is a document signed by interested parties agreeing to the proposed protocols and practices. Some know this as a Memorandum of Understanding which, in this case, focuses on a framework of community protocols and procedures for the National HITnet Project.

The first agreement, "*Working with Communities*" - Protocol Agreement requires signatures after negotiation in communities about the third and fourth areas outlined above. The second, Photo Manager Agreement, is signed by HITnet staff and agents who then become entitled to use specific HITnet project software.

COMPACT DOCUMENTS

1.

"WORKING WITH COMMUNITIES"
Observing Community Cultural Protocols

“WORKING WITH COMMUNITIES” – CULTURAL PROTOCOLS

“Working With Communities” - Cultural Protocols offers a broad framework of community cultural protocols and procedures that staff and agents of the National HITnet project agree to observe when operating in communities.

Respect

- The rights of Indigenous people to own and control their cultures should be respected.
- Diversity of Indigenous cultures should be acknowledged and encouraged.
- Indigenous worldviews, lifestyles and customary laws should be respected in contemporary life.

Indigenous Control

Indigenous people have the right to self-determination in their cultural affairs.

Consultation, Communication and Consent

- Indigenous people should be consulted on the way in which their history, community, interviews, lives and families are represented and used.
- Indigenous people should be consulted on the use and representation of their cultural and intellectual property.
- Prior to their involvement, Indigenous peoples should be informed of the implications of consent.
- Consultation should address the communal nature of Indigenous society and cultural expression.

Interpretation, Integrity and Authenticity

- Indigenous people should be consulted concerning the integrity and authenticity of the ways in which their history, community, interviews, lives and families are represented.
- Indigenous people should be consulted concerning the integrity and authenticity of the representation of their cultural and intellectual property.

Secrecy and Confidentiality

- The right of Indigenous people to keep secret and sacred their cultural knowledge should be respected. Sacred and secret material refers to information that is restricted under customary law. For instance some information may only be learned or viewed by men or women, or only after initiation.

- Indigenous people have the right to maintain confidentiality about their personal and cultural affairs.

Acknowledgement and Tribute

- Indigenous people should be given proper credit and appropriate acknowledgement for their achievements.
- Indigenous people should be given proper credit and appropriate acknowledgement for their contributions and roles in the development of stories.
- Indigenous people should be given proper credit and appropriate acknowledgement for the use of their cultural material.

Continuing Cultures

- Indigenous people have responsibility to ensure that the practice and transmission of Indigenous cultural expression is continued for the benefit of future generations.
- This responsibility should be respected by journalists and incorporated in any dealings with material on Indigenous peoples.

Sharing of Benefits

- The contribution of Indigenous people should be recognised by payment where appropriate.
- Indigenous people have the right to be paid for the use of their Indigenous cultural and intellectual property.
- The issue of copyright ownership of the story, image, music, contributions and artwork should be discussed up front.
- Indigenous people have the right to control exploitation of their cultural and intellectual property. If consent is given Indigenous people have the right to share in the benefits from any commercialisation of their Indigenous cultural material.

Recognition and Protection under the Law

- Indigenous people have the right to protection of their cultural and intellectual property.
- Australian law and policies should be developed and implemented to respect and protect Indigenous rights to their cultural and intellectual property.

Cultural Sensitivities Around Loved Ones Who Have Passed Away

In many Indigenous communities the reproduction of names and photographs or video footage of deceased Indigenous people is not permitted. Some communities will request that anything related to the deceased person not be displayed for some time after their death. The family or community should be consulted so that the appropriate protocols are observed.

COMPACT DOCUMENTS

2.

"WORKING WITH COMMUNITIES"

Observing Indigenous Copyright and Intellectual Property Protocols

***"WORKING WITH COMMUNITIES"* - INDIGENOUS COPYRIGHT AND INTELLECTUAL PROPERTY PROTOCOLS**

This document offers a specific legal framework around ownership of materials collected by staff and agents of the National HITnet project, to which they agree to adhere when operating in communities. It is based on the Indigenous Intellectual Property Protocol developed for the Centre for Rural and Remote Mental Health - Queensland, in which the HITnet project is located.

Cultural Copyright, Indigenous Intellectual Property and Data Ownership

1. Indigenous people have major interests in the materials collected by HITnet agents, which must be protected in accordance with the following principles:
 - a. Indigenous cultural knowledge and/or practices disclosed to HITnet agents in the course of the project will not be published, commercialised or in any way exploited unless:
 - (i) reasonable steps have been taken to obtain the informed consent of the Indigenous person/s who made the disclosures; and
 - (ii) the community has provided prior written approval to the proposed publication, commercialisation or exploitation;
 - b. personal information provided to HITnet agents in the course of projects will not be published in any form that allows for the identification of the persons involved, except with the specific written approval of the persons involved;
 - c. information collected for HITnet content will not be published in a form that allows for the identification of the communities involved, except with the specific written approval of the representatives of the communities involved;
 - d. unless otherwise agreed by the individuals and/or community, ownership of data collected (information, photos, audio recordings) in the course of the HITnet project, will be vested in the agent who collects the data, as trustee for Indigenous people and the wider community. With the approval of individuals and or community, ownership of specific data may be vested in another agent or the HITnet project, provided that the agent or the HITnet project is prepared to accept all the obligations of a trustee;

- e. obligations of the HITnet agent, or of any other party holding data in trust, will be:
- (i) to hold data with high security, to ensure that confidentiality is maintained, in accordance with the national standards and Australian Institute of Aboriginal and Torres Strait Islander Studies Guidelines for Ethical Research;
 - (ii) to ensure that the data is not used for any purpose other than for which it was collected, except with the express written permission of the individual and or community concerned, or the permission of a properly constituted Ethics Committee, with Indigenous representation that is acceptable to the Board of the Centre for Rural and Remote Mental Health;
 - (iii) to ensure that data is not used or published in a manner that is likely to adversely affect particular HITnet participants in particular Indigenous communities or Indigenous people generally; and
 - (iv) to destroy data when specifically required to do so by the Board or by a properly constituted Ethics Committee; and
- f. if any information collected by the HITnet team is of commercial value, or if it has the potential to be of commercial value, then the HITnet team will ensure that no commercialisation takes place until it has been ascertained whether there are any Indigenous people who have beneficial rights under clause 1d of this document. If so, the HITnet team will ensure that commercialisation takes place only with their informed consent.

COMPACT DOCUMENTS

3.

"WORKING WITH COMMUNITIES"
Community Release after Sorry Business

"WORKING WITH COMMUNITIES" - SORRY BUSINESS PROTOCOL

This form is for the HITnet project to acquire advice about handling community based productions, for example videos which appear on the Touchscreen Kiosks, in the event that someone pictured or named in the production passes away.

The HITnet project recognizes that there are cultural sensitivities around loved ones who pass away. In many Indigenous communities the reproduction of names and photographs or video footage of deceased people is not permitted. Other communities may request that anything related to the deceased person not be displayed for a particular time after their death.

This form provides for consultation and agreement from the family or community representative to ensure that the appropriate protocols are observed.

In the Event of a Death

Name of the person who has passed away _____

Name of production in which they appear _____

I (PRINT NAME) _____ being the Next of Kin of the person named above, hereby authorise post-sorry business usage of the outlined material according to the following.

Do not use in my community for 3 Months 6 Months 12 Months
 Ever

Do not use in other HITnet communities for 3 Months 6 Months
 No Withdrawal

Signature of Next of Kin: _____ Date: _____

COMPACT DOCUMENTS

4.

"WORKING WITH COMMUNITIES"
Checklist for HITnet staff and agents

“WORKING WITH COMMUNITIES” - CHECKLIST

This is a protocols checklist for HITnet staff and agents gathering content for the HITnet project. As every community is different and local practices are diverse the checklist will vary from place to place. Each community has the right to change the checklist to suit their needs.

Working with Community People

If you plan to take photos or interview people for the HITnet project please observe the following points:

- If you are travelling to a community notify the appropriate authorities well in advance that you are coming.
- Re-confirm your visit a few days before your trip; there may be a funeral or cultural business taking place and it may not be the right time to visit.
- Take a supply of appropriate permission forms.
- Request school and clinic involvement for notice of special circumstances, for example if images cannot be published, or if someone whose image is published passes away.

Always ask for permission before conducting any work.

HITnet has 3 types of permission forms:

- Photo (audio/video) permission form e.g. to use a community member's image
- Artistic material permission form e.g. to use an image of someone's artwork or artifacts
- Historical material permission form e.g. to use an old black and white photo.

No photo or interview will be allowed onto the HITnet system unless written permission is received.

Covering Community Events

When covering community events, for example the local Rodeo or Football Carnival, it maybe too hard to get permission slips for a photo with 30 people in it. If the event is run by the Community Council, ask if they can make an announcement in a local Newsletter beforehand or via the compere on the day, that photos will be taken and could appear on the Touchscreen Kiosks and the Internet.

Working with Children

There are many sensitivities exist around taking pictures of young people. You must get permission either from the Parents/Guardian or if it is a school activity get signed permission from the school.

Some children's images may not be used anywhere at all. Some may not be shared even with other communities due to laws protecting the location and identity of that child. Double check with Parents/Guardian before the image is published outside the community.

Removing Images

When a community person asks you to remove a photo, it could be for personal or cultural reasons. Don't delay, remove it straight away. In the event of death the timeframe for removal of images can be indefinite. Seek permission carefully before reusing this image.

If you are on holidays or in another community when someone asks for the picture to be removed and you can't erase it, call the HITnet office immediately so it can be removed. When you remove a photo please let HITnet know so it can be removed from any other related materials.

COMPACT DOCUMENTS

5.

PERMISSION FORMS

PHOTO/AUDIO/VIDEO PERMISSION FORM

For use by staff and agents when collecting any photo, video or audio material of community members and their country.

ARTISTIC MATERIAL PERMISSION FORM

For use by staff and agents when collecting photos of artwork such as paintings, artefacts, sculptures or any type of design.

HISTORICAL MATERIAL PERMISSION FORM

For use by staff and agents when collecting historical photos, stories and video material.

PHOTO /AUDIO/VIDEO PERMISSION FORM

This permission form must be used when seeking the use of photos, audio or video recordings of community members

The (NAME OF COMMUNITY) _____ HITnet agent has my permission to:

Use my photo Use my name next to the photo Use my audio or video recording

Just on (NAME OF LOCAL COMMUNITY) _____ Touchscreen

For people to see on other HITnet Touchscreens and in promotional materials, for example on the HITnet website and in the HITnet newsletter

PRINT NAME: _____ SIGN: _____

Tick if you are under 18?

COMMUNITY: _____ DATE: _____

Authorisation and Release if Under 18 years

I (PRINT NAME) _____ being the Parent/Guardian of the person named above, hereby authorise the collection and use of the material as outlined.

Signature of Parent/Guardian _____ **Date:** _____

Permission for Other People in the Photo

	Tick if you are under 18	Parents Signature
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____
PRINT NAME: _____ SIGN: _____	<input type="checkbox"/>	_____

ARTISTIC MATERIAL PERMISSION FORM

This permission form must be used when seeking the use of artwork images e.g. paintings, artifacts, designs etc.

The (NAME OF COMMUNITY) _____ HITnet agent has my permission to:

Use my artwork Use my name next to the artwork

Just on (NAME OF LOCAL COMMUNITY) _____ Touchscreen

For people to see on other HITnet Touchscreens and in promotional materials, for example on the HITnet website and in the HITnet newsletter

Description of artwork:

PRINT NAME: _____ SIGN: _____

Tick if you are you under 18

COMMUNITY: _____ DATE: _____

Authorisation and Release if Under 18 Years

I (PRINT NAME), _____ being the Parent/Guardian of the person named above, hereby authorise the collection and use of the material as outlined above.

Signature of Parent/Guardian: _____ Date: _____

Authorisation and Release of Archival Material from Community Representative

I have read and understood the above and authorise (NAME OF COMMUNITY) _____ HITnet agent to use this archival material.

PRINT NAME: _____ SIGN: _____ DATE _____

HISTORICAL MATERIAL PERMISSION FORM

This permission form must be used when seeking the use of old photos, audio recordings or video footage containing people who have passed away.

The (NAME OF COMMUNITY) _____ HITnet agent has my permission to:

Use this historical photo Use the names of those who have passed away next to the photo

Just on (NAME OF LOCAL COMMUNITY) _____ Touchscreen

For people to see on other HITnet Touchscreens and in promotional materials, for example on the HITnet website and in the HITnet newsletter

Description of Photo: _____

Authorisation and Release from Next of Kin

I (PRINT NAME) _____, being the Next of Kin of the person whose image is requested for publication and who has been named above, hereby authorise post-sorry business usage.

Signature of Next of Kin: _____ **Date:** _____

Authorisation and Release of Archival Material from Community Leaders

I have read and understood the above and authorise the (COMMUNITY NAME) _____ HITnet agent to use this archival material.

PRINT NAME: _____ SIGN: _____
 Approval for images of community members

PRINT NAME: _____ SIGN: _____
 Approval for images with cultural content (if applicable)

PRINT NAME: _____ SIGN: _____
 Approval for images of country (if applicable)

COMPACT DOCUMENTS

6.

PERFORMERS RELEASE FORM

For use by HITnet staff and agents when employing community members as performers.

PERFORMER RELEASE FORM

This form must be used for all actors and musicians etc employed in creating HITnet content.

I (PRINT NAME): _____

of (ADDRESS): _____

1. Consent to the use of my image, name and voice in any HITnet production, including any advertising and promotional material for the HITnet project and in any medium whatsoever (including, but not limited to, print, press, television, radio and the mediums set out in the schedule below) for an indefinite amount of time and without geographical limitation.
2. Agree to be paid an artist's fee specified in the schedule below, by the project administration and understand that this fee is for the usage set out in point 1.
3. Declare that there is no existing restriction or obligation which would prevent the use of my image, name or voice in advertising and promotional material for the HITnet Project.
4. Waive or put aside my rights in relation to privacy and related matters.
5. Agree that I have given up all rights, title and interest in and to the material produced, and I hereby waive in favour of the production license copyright and any moral rights in the material produced.
6. Understand that the HITnet project is bound to observe the existing Community Protocols laid out in the HITnet ComPack.

Performer Authorisation and Release

Signed by: _____ or on behalf of

Performer's name (PRINT) _____ Date _____

HITnet Witness

Signed by: _____ or on behalf of

Executive producer (PRINT) _____ Date _____

Production Company: _____

Production Title: _____

Usage: HITnet module content and related promotional materials

Fee: _____

COMPACT DOCUMENTS

7.

"WORKING WITH COMMUNITIES"
Community Protocols Agreement

"WORKING WITH COMMUNITIES" - PROTOCOL AGREEMENT

Signing of this agreement is confirmation that both the HITnet project staff or agents and the community they are working with, have negotiated and agreed to:

1. Observe the *"Working With Communities"* Cultural Protocols
2. Adhere to the *"Working With Communities"* Copyright Protocols
3. Follow the Community Protocol Checklist at all times
4. Abide by the Community Release After Sorry Business Protocol

Acknowledgements

1. I have read and understood the documents in ComPack. I acknowledge that they are the rules of community engagement which HITnet staff and agents will respectfully observe and follow.

HITnet representative (PRINT NAME): _____

Signature: _____

Community: _____ Date: _____

2. The _____ community acknowledges and accepts the ComPack documents which the HITnet project staff and agents have agreed to observe and follow when working in our community.

In addition, we understand our HITnet agents, when working on behalf of our community, will be bound to comply with protocols set out in the ComPack and in particular adhere to:

- The terms and conditions for use of the HITnet software outlined in the Photo Manager Agreement
- The *"Working With Communities"* Checklist
- The *"Working With Communities"* Sorry Business Protocol

Community Representative (PRINT NAME): _____

Signature: _____

Community: _____ Date: _____

COMPACT DOCUMENTS

8.

PHOTO MANAGER AGREEMENT

Terms and Conditions for Use of HITnet software

PHOTO MANAGER AGREEMENT

This Agreement applies to HITnet staff and agents.

Gathering pictures and stories in communities is part of building pride amongst individuals and in the community itself. HITnet staff and agents play a part in enhancing self-respect by collecting positive social representations for display on Touchscreen Kiosks. This responsibility brings with it a need to be accountable.

This Agreement helps to make sure that HITnet agents in community take responsibility for promoting respect for their people and culture, while HITnet project staff take responsibility for making sure that the stories and images given to them are used in the way that people and communities have given permission for.

Access to and use of Photo Manager is provided by the HITnet project and is subject to the terms of this Agreement.

By using the Photo Manager you agree to be legally bound by these terms, which will take effect immediately you first use the application. If you do not agree to be legally bound by all the following terms please do not access and/or use Photo Manager.

The HITnet project may change these terms at any time by posting changes online. Please review these terms regularly to ensure you are aware of any changes. Your continued use of Photo Manager after changes are posted means you agree to be legally bound by these terms as updated and/or amended.

Use of Photo Manager

You will be using Photo Manager for uploading your community photos/materials and at the same time observing the HITnet protocols set out in the ComPack "*Working With Communities*" Protocol Agreement.

You agree to use Photo Manager only for legitimate purposes, and in a way that does not inhibit anyone else's use and enjoyment of the HITnet project. Prohibited behaviour includes transmitting obscene, offensive, defamatory or illegal content within the HITnet project. This includes text, graphics, video, programs or audio.

Contributions to the HITnet Project

1. The following directives apply across all HITnet community sites and services.

- Positive and constructive contributions are required.
- Disruptive, offensive or abusive content is not acceptable.
- Unlawful or objectionable content is not acceptable. This includes unlawful, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated, racially offensive or otherwise objectionable material.
- Spamming or off-topic material is not acceptable.
- Advertising is not permitted.
- Impersonating another contributor is not acceptable.
- You may not submit any material without the consent and written permission of people appearing in photographs, audio and video presentations.
- You must notify the HITnet project immediately when content must be removed for cultural or any other reasons.

Breach of Directives

If you fail to abide by these directives when taking part in the HITnet project, you will be sent an email which informs you why your contribution has been unsuccessful or edited.

Agreement

I (PRINT NAME) _____
have read and understood this agreement and agree to operate within these terms and conditions when working as a HITnet agent.

Signature _____ Date _____

HITnet representative (PRINT NAME): _____

Signature: _____ Date _____