



Trawalla Primary School

Photographing, Filming and Recording Students Annual Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement as well as showcase events, camps and excursions with our parents and school community in our newsletters, website and Facebook page.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events do so in a respectful and safe manner and that any photos, video or recordings (“images” of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5349 2047 or trawalla.ps@education.vic.gov.au

A. Use or disclosure within the school community

Unless you notify us otherwise, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school’s communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords)
- for display in school classrooms or on noticeboards
- to support student’s health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you notify us otherwise, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school’s website including in the school newsletter which is publicly available on the website
- on the school’s Facebook page

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of ‘personal information’ under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child’s personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see

[Schools’ Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).



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Ownership and Reproduction

Copyright of the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Media

The media such as the Pyrenees Advocate, Ballarat Courier or local TV News, may seek to photograph, film or record students for a news story or school event.

When our school receives such requests Trawalla Primary School will where possible provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur.

Students will only be photographed, filmed or recorded by the media at school if consent is provided. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.



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PUBLISHING CONSENT FORM

Please complete and return this page to the School

Trawalla Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent).

I have read this form and *(please tick one option)* **consent** **do not consent**

to Trawalla Primary School using photos, video or recordings of my child to appear in the following ways:
(please tick)

- Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school)
- Use in publications/locations that are publicly accessible** (e.g. on the school's website, on the school's social media accounts, in promotional material for the school)
- Use in media** (e.g. in the Pyrenees Advocate or Ballarat Courier newspapers)

Note:

- You may choose to opt in or out of all or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in Trawalla Primary School's Photographing, Filming and Recording Students Policy

I authorise Trawalla Primary School to publish where appropriate my child's name *(please tick one option)*

- Full name including first name and surname**
- First name only**
- No name**

Name of Student	
Name of parent/carers	
Signature	
Date	___ / ___ / _____