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## Photographing, Filming and Recording students at Cairnlea Park PS

### Annual Consent Form and Collection Notice

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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; to showcase student learning programs; to document sports events, incursions and excursions, camps and other events; to communicate with our parents/carers and the school community in newsletters, classroom blogs and other communication forums; etc.

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 (eg assemblies, concerts, sports events, etc) do so in a respectful and safe manner and that any photos, video or recordings ("images") of students are NOT publicly posted (eg 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 9363 1187.

#### **A. Use or disclosure within the school community**

**Unless you tell us otherwise below**, 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:

- for display in school classrooms, on windows and on noticeboards
- to support a student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- 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 eg Compass, Seesaw, etc)

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

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

- on the school's digital signage displays
- on the school's website ([www.cairnleaparkps.vic.edu.au](http://www.cairnleaparkps.vic.edu.au))
- in the school newsletter (which is publicly available on the website)
- on the school's Instagram account

**Your child may be identified by first name only in these images (or not named at all).**

**We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.**

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#### **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>).

### Ownership and Reproduction

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Copyright in 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.

### Opt Out

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Cairnlea Park PS 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 – see *our Photographing, Filming and Recording Students Policy*).

**If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.**

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the school office.

I have read this form and I **do not consent** to Cairnlea Park PS using photos, video or recordings of my child (named below) to appear in the following ways:

**Use within the school community**

(eg in displays around the school; in the school's communication, learning and teaching tools, such as Compass, classroom blogs, class Seesaw accounts)

**Use in publications/locations that are publicly accessible**

(eg on the school's digital signage displays; on the school's website; in the school newsletter; on the school's Instagram account)

*Note that you may choose to opt out of both or only one type of use.*

*Further information is available in the Cairnlea Park PS Policy for Photographing, Filming and Recording Students.*

<b>Name of Student</b>	
<b>Name of parent/carers</b>	
<b>Signature</b>	
<b>Date</b>	_____ / _____ / _____