

# STUDENTS PHOTOGRAPH, FILMING & RECORDING ANNUAL CONSENT FORM & COLLECTION NOTICE



**At certain times through the year there are many occasions and events where students may be photographed, filmed or recorded participating in college activities and events.**

We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, to communicate with parents, service providers for college publications, such as the college newsletter or website and social media such as Instagram, or to promote the college in newspapers and other media such as television and radio.

Catholic Education Ballarat (CEB), Catholic Education Melbourne (CEM), DOBCEL, Mercy Education Limited (MEL), relevant Parish, Diocese of Ballarat and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

This notice applies to photographs, filming or recordings of students that are collected, used and disclosed by the college. We ask that any parents/carers or other members of our college community photographing, filming or recording students at college events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that any photographs, film 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 speak about any concerns you have, please contact the Communications and Events Manager on 5018 8000.

## **A. USE OR DISCLOSURE WITHIN THE COLLEGE COMMUNITY**

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

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

- In the college's communications, learning and teaching tools (for example emails, blogs or apps that can only be accessed by students, parents/carers or college staff with passwords e.g. SIMON, Skoolbag, Instagram etc)
- For display in college classrooms, on noticeboards etc
- To support student's health and wellbeing.

## **B. USE OR DISCLOSURE IN PUBLICATIONS/LOCATIONS THAT ARE PUBLICLY ACCESSIBLE**

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

- On the college's website [including the newsletter which is publicly available on the website]
- On the college's social media accounts.

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

## PRIVACY

Photographs, film 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 college may constitute a collection of your child's personal information. The college 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.

## OWNERSHIP & REPRODUCTION

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

## OPT OUT

St Joseph's College understands that parents and carers have the right to withhold permission for our college to use photographs, film or recordings of your child (apart from circumstances where the college is not required to seek consent – see our Photographing, Filming and Recording Students policy available on the college website).

**IF YOU HAVE READ THIS NOTICE AND ARE COMFORTABLE WITH THE COLLEGE USING PHOTOGRAPHS, FILM 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 college, **please complete the form below** and return it to the Communications and Events Manager. Please note that it may not be possible for the college to amend past publications or to withdraw images that are already in the public domain.

**I have read this form and I do not consent to St Joseph's College using photographs, film or recordings of my child (named below) to appear in the following ways:**

**Use within the college community** (e.g. in the college's communication, learning and teaching tools, on display around the college)

**Use in publications/locations** that are publicly accessible (e.g. on the college website, on the college's social media accounts, in promotional material for the college)

### Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the college to amend past publications or to withdraw images that are already in the public domain.
- Further Information is available in the St Joseph's College Photographing, Filming and Recording Students Policy.

Student Name

Parent/Guardian Name

Date

Please return this form to the Communications and Events Manager

