

# PHOTOGRAPH/RECORDING PERMISSION FORM

## Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the college or its service providers for college publications, such as the college's 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), 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.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the college. This form must be completed annually.

Thank you for your continued support.

|                     |            |
|---------------------|------------|
| Student's Full Name | Year Level |
|---------------------|------------|

I give permission for my child's:      Name      Photograph      Recording

### To be published by the college on/in:

- the college website • social media • promotional materials • newspapers and other media.

- I authorise the college CEB/CEM/MEL/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for the college's, CEB/CEM/MEL/Parish/Diocese of Ballarat/ the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the college/CEB/CEM/MEL/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the college.

### LICENSED UNDER NEALS:

The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Parent/Guardian Name

Parent/Guardian Signature

Date

If the student is aged 15+, they may also sign

Student Signature

Date

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the college in advance of any photograph or recording being made. **Disclaimer:** Personal information will be held, used and disclosed in accordance with the college's Privacy Collection Notice and Privacy Policy available on our website [www.sjcnda.vic.edu.au](http://www.sjcnda.vic.edu.au).

Please return this form to **Mrs Tracy Aston, Admissions and Communications Manager**