



## Photographing, Filming and Recording students at Willow Grove Primary School

### 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, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters, assemblies, and on our school Facebook page.

This notice applies to photographs, video or recordings of students (or their work) 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 (e.g. performances, 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 (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 03 5635 2271 or via email at [willow.grove.ps@education.vic.gov.au](mailto:willow.grove.ps@education.vic.gov.au).

#### **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 (or their work) 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, school apps that can only be accessed by students, parents or school staff with passwords e.g. Compass, etc.)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)
- To celebrate student achievement (e.g. photographs or films displayed at assemblies, photographs in annual school year book, photographs or films displayed at Grade 6 Graduation Presentations). Copies of these items are available to be accessed by students and parents.

Your child may be identified by their first name and last name in these images.

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

**Unless you tell us otherwise below**, photographs, video or recordings of students (or their work) 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 social media accounts (including on the school's Facebook page)
- Public displays (such as Tanjil Valley Art Show entries)
- local newspapers (to advertise or promote the school in our local area only)

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 any other specific advertising or promotional purposes.

We will seek prior, express parent/carer consent in writing before:

- disclosing images to third parties which have not otherwise been covered above; or
- allowing any third party organisations (such as the media) to photograph, video or record students.

## **Privacy**

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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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Willow Grove 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 – 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. Please note that it may not be possible for the school 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 Willow Grove Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school, in the school year book, displayed at assemblies or graduation presentations.)
- Use in publications/locations that are publicly accessible** (e.g. in the school newsletter, on the school's website, on the school's social media accounts, in promotional material for the school) Your child may be identified by first name only in these images (or not named at all).

*Note:*

- *You may choose to opt out of both 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 our Photographing, Filming and Recording Students Policy*

<b>Name of Student</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____