



Eltham East

## Photographing, Filming and Recording Students at

### Eltham East Primary School

## Annual Consent Form and Collection Notice

This document should be read in conjunction with the *Photographing, Filming and Recording Students Policy* available on the school website. <http://www.elthameastps.vic.edu.au/policies-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; celebrate student participation and achievement, showcase particular learning programs, document a student's learning, camps, excursions, sports events, communicate with our parents and school community in newsletters.

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 concerts, sports events, assemblies 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 office on 9439 9793.

#### 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:

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

#### 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 website including in the school newsletter which is publicly available on the website
- on the school's official social media account
- in the school parent handbook

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.**

#### C. Official school photographs

Each year Eltham East Primary School will arrange for a professional photographer to take official school photographs of students. This will involve class photos, special group photos (eg student leaders, music groups etc...), Year 6 graduation and individual photos being taken. Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

### **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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Eltham East 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*** available on the school website.

**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.**

If you have decided that you **do not** want images of your child to be collected or used by our school, or to have an official photograph taken, please complete the form below and return it to the school.

## Photographing Filming and Recording Students Opt Out Form

I have read this form and **I do not consent** to Eltham East Primary School using photos, videos or recordings of my child (named below) to be appear in the following ways:

- **Use within the school community** (eg in the school's communication, learning and teaching tools, on display around the school)

- **Use in publications/locations that are publicly accessible** (eg the school's newsletter, on the school's website, on the school's social media accounts, in promotional material for the school)

*Please note you may select to opt out of one or both types of use*

<b>Name of student</b>	
<b>Name of Parent</b>	
<b>Signature</b>	
<b>Date</b>	

*Further information is available in the Photographing, Filming and Recording Students Policy*

*on the EEPS website.*

*Annual official school photographs will be subject to a separate permissions process prior to official photograph day.*