

Recording - Authorisation and Privacy Consent Form

Digital Image Library – Schools and Early Childhood Settings

The purpose of this form is to provide you as the parent, guardian or carer of the below named child or student (**Student**) with information to decide whether to consent to photographic images (moving and still) and audio (**Recordings**) of the Student to be used by the Department of Education and Training (**the Department**) to promote Victoria’s education, early childhood development and programs and initiatives:

- to the Department’s staff, teachers, parents, guardians or carers of children and students of schools and Department funded services and to the Victorian community;
- to the Victorian education network, including non-Government schools, kindergartens and Victorian Government agencies; and
- within Australia and overseas.

Please read each part of this form carefully. If you do not understand any part of this form or wish to seek clarification about the Recordings, please speak to the Department’s Communications Division on (03) 9637 2222.

Privacy Protection

The Department values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the *Privacy and Data Protection Act 2014* (Vic). This law sets out what we must do when the Department collects, uses, handles and destroys personal information.

Personal information includes images which are capable of identifying an individual, such as the Recordings.

Collection, use, disclosure and storage of Recordings

The Department will be collecting (either directly through service provider such as a photographer) the Recordings during an allocated film shoot identified below. Recordings will be collated into an image library, and may be later selected for use in marketing and communication initiatives.

These marketing and communication initiatives include exhibitions and trade show displays, printed collateral, outdoor advertising campaigns and website and e-marketing promotions.

Such initiatives may involve the disclosure of the Recordings to the contract service providers, media outlets and other Victorian Government agencies, and community partners to produce, publish and distribute materials containing the Recordings.

Consent to the use of the personal information and Recordings will expire within 4 years from the date of your consent provided in this Recording – Authorisation and Privacy Consent Form. Disclosure or use will not otherwise occur unless permitted by law.

Accuracy, access to Recordings and withdrawal of consent

The Department will endeavour to ensure that any personal information held about the Student is up to date and accurate. You can access, correct and withdraw personal information held by the Department by written request in accordance with the Department’s Information Privacy Policy located at:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

You may request access to the recordings or request for your consent to be withdrawn by writing to Department’s Privacy Unit on:

privacy.enquiries@edumail.vic.gov.au

Withdrawing consent means that the Recordings will not be used or disclosed as described above.

Ownership and reproduction of the Recordings

The Recordings will be owned by the Crown in Right of the State of Victoria, and may be reproduced, amended and edited for the purposes set out above without notice, acknowledgment, remuneration or compensation.

Your authorisation to use and reproduce the Recordings may be withdrawn by contacting the Communications Division on (03) 9637 2884. However, withdrawal of this authorisation may not be possible where Recordings that have been re-used or are in the public domain.

Your Authority and Consent

I the undersigned:

- have received and read this Recording – Authorisation and Privacy Consent Form;
- acknowledge the purposes of the collection, and consent to the use, disclosure and storage of Recordings stated above and confirm that consent for the use, and disclosure and storage of the Recordings may be withdrawn at any time;
- authorise the use and reproduction of the Recordings;
- understand that the Recordings may be used and reproduced without further notice, acknowledgment, remuneration or compensation to me or the Student;
- understand that I may withdraw my authorisation for the use and reproduction of the Recordings at any time, but that the withdrawal of this authorisation may not be possible in relation to Recordings that have been published in the public domain or in relation to group photos.

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| Program Participation | Date: | Location: |
| | | Quantum Victoria, Charles La Trobe P-12 College |
| Name of School or Early Childhood Setting | | |
| Name of Student | | |
| Student Signature (optional) | | |
| Date | ___ / ___ / ____ | |
| Name of parent/guardian/ carer | | |
| Relationship to Student | | |
| Signature of Person providing consent | | |
| Date | ___ / ___ / ____ | |
| <i>If the Student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with Department policy.</i> | | |

* see attached FAQ sheet for a description of who can provide consent

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Attachment A – Frequently Asked Questions

Some general questions are outlined in this part. If you would like more general information you may wish to read the DET privacy policy which can be located at:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>. The Department's privacy policy contains information on how we:

- manage personal information
- protect data quality and security
- retain personal and health information
- transfer personal and health information.

Alternatively, you may wish to contact the Department's Privacy Unit on:

privacy.enquiries@edumail.vic.gov.au

Who can sign this form?

If you are or the Student and you are under 18 years of age and not considered a mature minor – one of the following people can sign this form (whichever is applicable in the individual circumstances):

- person who has parental responsibility for "major long term issues" as defined in the *Family Law Act 1975* (Cth)
 - a person appointed as "guardian" pursuant to the *Children Youth and Families Act 2005* (Vic)
1. Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways:
Court Appointed Guardian
If you or your child have a person appointed as a "guardian" pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.
 2. **Informal Carer**

An Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. See the School Policy Advisory Guide for information on informal carers:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>.

It is important to note the following:

- The informal carer should provide an Informal Relative Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from <http://www.ccp.vic.gov.au>.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship can subsequently be contacted, their consent should be sought.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship subsequently refuses or withdraws consent, their decision prevails, and the services will cease immediately.

3. Mature Minor Students

If you are or the Student is under 18 years of age but is considered a mature minor, he or she is able to sign their own consent form. See the School Policy Advisory Guide for information on mature minors at: <http://www.education.vic.gov.au>

4. Persons who are eighteen years of age or older

If you or your child is 18 years of age or older – he or she is able to sign their own consent form unless the child is subject to a court order.

What happens if the parents are divorced/ separated?

The information provided in response to "Who can sign this form" will determine who can sign the consent form when parents are divorced or separated.

What happens if a new partner of a parent or a de-facto wants to sign the form?

Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner or de-facto partner of a parent cannot sign this form.

What happens if the child is not living with a parent or a parent cannot be located?

The information provided in response to "Who can sign this form" will determine who can sign the consent form when the child is not living with a parent or a parent cannot be located.

What will the Department do with this form?

The original form and documentary evidence relating to parental responsibility, guardianship or informal carer status must be retained by the Department to demonstrate consent was appropriately given.

How are the Recordings stored by the Department?

The Recordings will be recorded and stored in digital format and maintained in accordance with the Department's records management policies.

Can I withdraw consent?

Consent may be withdrawn at any time by writing to the Department's Privacy Unit on:

privacy.enquiries@edumail.vic.gov.au