



# CONSENT TO USE IMAGES, VIDEO OR WORK POLICY

<b>Adopted By: Principals</b>	<b>Review Date: 23/09/2020</b>
<b>Scheduled Review Date: 01/07/2023</b>	

**POLICY CONTROL HISTORY:**

<b>Date</b>	<b>Reviewed by:</b>	<b>Amendments/Reviews:</b>
23/09/2020	Principal (Primary and Secondary)	Developed new policy.

## PURPOSE

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The primary purpose for which the College collects individual photographs of students for identification purposes. The College also collects digital images including video footage for promoting the College to the general public and to provide reflection material for the College's programs, for use within the College community and within affiliated organisations.

The College at times, is required to provide work samples for moderation purposes to external education organisations, or for entry into various competitions.

The College requires parental consent for the use of student images, video footage or work samples of students that will be publicly available.

## APPLICATION

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Student images or video footage may be used in promotional or reflectional material for the College or affiliated organisations, in the following ways:

- College website
- Affiliated associations websites
- Newspaper advertising/articles
- Newsletters
- Social media
- Year books

The College will ensure that all digital images, including video footage collected, is used in a responsible manner and only for the purposes outlined above. Anything that falls out of the scope of the use of images, video footage or work samples specified in this policy, will be discussed with the parents of the student involved individually seeking consent in writing.

In accordance with the Privacy Act, an individual has the right to seek to access any personal information that the College holds about them and has a responsibility to advise the College of any inaccuracy with information held. This extends to the consent for use of images, video footage or use of work samples.

## PROCEDURES

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Upon enrolment of a student at the College, parents are requested to provide consent to the use of images, including video footage or student work samples within the enrolment documentation. Parents may elect not to consent. This information is retained in our student database for reference.

As images are selected to be used, the College will avoid using students in the material who have not had consent provided for the use of images, video footage or for work samples to be used.

The College will issue a consent form annually to parents to complete electronically. A template is provided in Appendix A. Any changes will be reflected in the student records.

## WITHDRAWAL OF CONSENT

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Parents may withdraw their consent at any time throughout the student's enrolment in writing or by completing the annual consent document and returning it to the College. The student's records will be updated accordingly.

## REVIEW OF POLICY

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This policy is reviewed on an annual basis.

**CONSENT TO USE DIGITAL IMAGES, VIDEO FOOTAGE OR WORK SAMPLES OF STUDENTS**

Dear Parents/Carers,

Throughout the year, Quinns Baptist College uses visual images, including video footage of students or samples of their work in a variety of ways to recognize excellent achievement, inform parents and the local community of school matters, publicise events and to promote the College.

In order to comply with the Department of Education’s Information Privacy and Security Policy, the College is required to annually gain permission before using visual images/ video footage of students or samples of their work, outside the school environment.

We would like your permission to use such images of your child and/or their work for the above purposes.

You may withdraw your consent in writing at any time.

Please complete the permission form below and return to the College as soon as possible.

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STUDENT’S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

- I give permission for my child’s photograph/video/work and name to be used by Quinns Baptist College and its authorised affiliates in:
  - The College or affiliated associations website
  - Social media
  - Promotional materials
  - Newspapers and other media
- I give permission for a photograph/video/work of my child to be used by Quinns Baptist College in the agreed publications without acknowledgement, remuneration or compensation.
- If I wish to withdraw this authorisation and consent, it is my responsibility to notify the College in writing.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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- I DO NOT authorise or consent Quinns Baptist College or its authorised affiliates to use any photographic/video/work of my child.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

