PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parents

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Schools Office (CSO) Broken Bay may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child’s photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT’ NAME: ___________________________ YEAR LEVEL: ____________

- I give permission for my child’s photograph/video and name to be published in:
  - the school newsletter
  - the school intranet
  - the school website(s)
  - social media
  - school, promotional materials
  - newspapers and other media

- I authorise the CSO to use the photograph/video in material available free of charge to schools and education departments around Australia and for the CSO’s promotional, marketing, media and educational purposes.

- I give permission for a photograph/video of my child to be used by the CSO 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/video appearing in any or all of the publications above, or I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licences under NEALS: The photograph/video 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 licenced material wholly and freely for educational purposes.

Name of Parent / Guardian (please circle) ________________________________

Signed: Parent / Guardian ___________________________ Date: ____________

If student is aged 15+, student must also sign:
Signed: Student ___________________________ Date: ____________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

Entered into SAS ____________ Date: ____________
1. The School and the Diocese both independently and through its Schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter and to enable them to take part in all the activities of the school.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of schools require certain information to be collected. These include education, public health and child protection laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes including to facilitate the transfer of a student to another school. This includes -
   - government departments, government agencies and statutory boards
   - the Catholic Schools Office
   - the Catholic Education Commission NSW
   - the Diocese of Broken Bay and its parishes
   - systemic schools within the Broken Bay Diocese and other schools
   - NSW Board of Studies and the Australian Curriculum and Reporting Authority (ACARA)
   - medical practitioners
   - people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters, magazines and website and for Diocesan Schools System publications and the diocesan Schools System website. The school will seek parents’ permission to use student photographs in this way.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school’s duty of care to the student, or where students have provided information in confidence.

9. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these parties that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

11. The school utilises service providers to provide certain services to the school and its staff and students. The school may provide your personal information to those service providers in connection with the provision of these services. The school’s service provider may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia. The school’s email service provider may store and process emails outside Australia.

12. The Diocesan Schools System Privacy Policy also sets out how to make a complaint about a breach of privacy and how the schools will deal with such a complaint.

July 2014