The Privacy Amendment Act 2001 imposes obligations upon organisations collecting personal information to protect that information.

Catholic Schools and Catholic Education Services in the Cairns Diocese, together with affiliated organisations (e.g. Queensland Catholic Education Commission, Federation of Parents and Friends, etc) carry out ongoing marketing and communication activities to maintain a positive profile in their communities.

While these activities are of interest to the community and add significantly to the appeal of both schools' and Catholic Education's publications and websites, the safety of students is paramount in all we do.

Images of individuals in photographs or film are treated as personal information under the Privacy Act where the person's identity is clear or can reasonably be worked out from that image.

Photos, video footage and work samples of students are used regularly by schools for a number of purposes and under current legislation this practice can continue. These situations are generally for the purpose of acknowledging the efforts of the student or the school, or for promotion of the school or Catholic Education.

Consent

Consent to identify a student (by image or name) for marketing and/or promotional purposes will be sought from a parent or guardian of the student by asking the parent or guardian to complete and sign the Media Consent Form which may form part of the Enrolment Application Form.

The Media Consent Form will be placed on the student’s file or record and will be retained by the respective school and/or Catholic Education Services. If requested, a copy of the form will be made available.

This consent, once given, will be amended or revoked only upon receipt of written notification from the parent/guardian who gave it originally or individual (if over 18 years of age).

Parents and/or guardians should notify the Enrolments Registrar immediately if any circumstance arises that would prevent the school/CES/associated organisations from using their child’s photo, video images or work samples.

Remuneration

No remuneration is offered to students for whom consent is given to take part in marketing or promotional activities whether at the school or Office level.

Copyright

At all times ownership of any material obtained from the above activities will vest with either the school or Cairns Catholic Education.

Families, Friends and Community Members

Any photos or video of students taken by families, friends and/or community members at school activities must be for personal use only and not used in public places outside the school including social networking sites.

Consent Given

I give permission for photos, video/audio and samples of work created or contributed to by the person below to be used without remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations sanctioned by the school or Catholic Education Services – Diocese of Cairns (CES).

Purpose

This consent applies to any use, recording or disclosure of the individual’s name, recording or image, individual work and personal information, including but not limited to:

- any activities engaged in during the ordinary course of the provision of education and training by the school or Catholic Education Services, Diocese of Cairns.
- assessment of students and other purposes associated with the provision of education;
- public relations, promotion, advertising, media and commercial activities;
- use by the media in relation to activities that show the Individual in a positive light, e.g., drama and musical performances, sports and prize giving;
- any other activities as sanctioned by the school or CES.

Continued over
Duration
I acknowledge that the material may continue to be used for a number of years, even once the person below has left his or her current school, and that some of the products in which the material is used may have extended longevity.

Understandings
• ‘Use’ includes:
  – to create, make copies of or reproduce or retain in any form, including by camera, video, webcam, closed circuit television, mobile phone or any other form of digital recorder or device, including still or motion; and
  – to distribute, publish or communicate in any form, including in newsletters and other print media, television and the Internet, in whole or in part, and to permit other persons to do so.
• Licensed under NEALS
  The photos, video/audio and samples of work 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 licensed material wholly and freely for educational purposes.

Signed
Name of Person: _____________________________________________________________
Address: ___________________________________________________________________
School: ___________________________________________________________________
Tel: __________________________ Email: _________________________________________
Signature (optional, if person is a minor): __________________________ Date: _____________

If the person is under 18, the form must be signed by a parent or guardian.

Name of Parent/Guardian: ______________________________________________________
Address: ___________________________________________________________________
Tel: __________________________ Email: _________________________________________
Signature (optional, if person is a minor): __________________________ Date: _____________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Amendment Act 2001 (Cwlth).

OR

☐ Consent Not Given

Revised August 2013
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