

## **MEDIA AND COMMUNICATIONS CONSENT FORM**

# **Photographic, video, audio, communication consent and release**

## **What is this consent form for?**

Catholic Education Services, Cairns schools collect digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements; and,
- promotion of an individual school, and/or Catholic Education Services and/or our associated entities.

These images are considered “personal information” of students. *The Privacy Act 1988* (Cth) and the CES Privacy Policy regulates how CES schools collect, use and disclose the personal information of students and families.

CES’s Privacy Policy can be found on the CES website ([www.cns.catholic.edu.au/privacy](http://www.cns.catholic.edu.au/privacy)).

Media access is managed and supervised by CES and schools.

- The school and CES have the right to refuse media access where it would, in the opinion of the Principal and CES, interfere with the student’s well-being or with the operation of the school;
- Media access to CES facilities is entirely at the discretion of CES; and
- Media access to students will be managed by representatives of the school and CES.

CES schools require informed consent from parents/legal guardians and in some cases students, to use their images. The following consent form outlines various consent permissions.

## **Who should sign the consent form?**

The student’s parents/legal guardians should sign (by submitting an electronic response) the form. If the student is legally an adult (18 years of age or over), they should also submit (in paper form) a signed copy of the form.

Please contact the school to arrange this, if necessary. This ensures that the student is aware consent has been given or withheld.

Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

While the school and CES will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and respond to the authorisation section, CES will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

**You must choose one type of consent from the options listed below.**

## **What happens once consent form has been completed?**

The consent form will become part of the student’s electronic record and retained by the school on behalf of Cairns Diocese. If requested, a copy of the form will be made available to the student and/or the student’s parents/legal guardians.

You may, at any time, amend the consent you provide by contacting the school and completing a new form.

Should you require any further information, please contact your school’s Principal.

This form is managed by CES’s Communications and Marketing office. For further information, please contact:

Communications Officer  
Catholic Education Services  
07 4050 9700

## Consent Types and Selection

These fields are for the parents/students to complete when making their response

### Photographic, video, audio, communication consent and release

You are asked to choose one type of consent from the two options outlined below



#### Public (broad consent)

The student / I, may be photographed, videoed or recorded, for use in media including:

- social platforms such as Facebook, Twitter, Instagram, etc
- public websites
- either school, CES or other associated entities
- that are not password protected. Published material may include:
  - public newsletters
  - performances
  - events
- public publications and promotional material
- public media events that may include:
  - student's selection in regional, state or national teams
  - visits made by VIPs to the school
  - news outlet's visits
  - publicity for the school and its events
  - participation in musical or dramatic performances or participation in community events such as ANZAC day commemorations.

*By choosing this option, I authorise the school and CES to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), or the student's/my name, either in full or part, in any school, CES authorised or associated publication, production and presentation, which may include publication on public websites operated by the school, CES or associated entities (with or without password protection), social media.*



#### None (no consent)

The student / I, will not be photographed, videoed or recorded. They / I:

- will not be photographed for formal school, class or individual photos
- will be asked to stand aside for photography, videoing and recording of performances and/or events.

I acknowledge that my child / I will not be photographed, videoed or recorded in any circumstance, other than student ID photo.

## Student details

Student's Legal Name: \_\_\_\_\_

Student's Date of Birth:         /         /

**Signature of student** (optional, if the student is a minor): \_\_\_\_\_ Date: \_\_\_\_\_

If the student is under 18, both Parents/Legal Guardian/s are required to sign this consent form. If this is not possible due to extenuating circumstances, please discuss with the Principal.

Name of Parent or Legal Guardian 1: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Signature of Parent or Legal Guardian 1:** \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent or Legal Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Signature of Parent or Legal Guardian 2:** \_\_\_\_\_ Date: \_\_\_\_\_

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