

## **MEDIA AND COMMUNICATIONS CONSENT FORM**

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

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

Catholic Education, Diocese of Cairns (CEDC) 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 CEDC Privacy Policy regulates how CEDC schools collect, use and disclose the personal information of students and families.

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

CEDC schools require informed consent from parents/legal guardians and students (where age-appropriate), 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 the form (by submitting an electronic response). The student should also submit a signed copy of the form (in paper form) if they are of an age where they understand the content, and certainly if aged 18 or over. This ensures that the student is aware consent has been given or withheld. Please contact the school to arrange this, if necessary.

Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner. If media consent is withheld, it is important for the student to understand why.

While the school and CEDC will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and respond to the authorisation section, CEDC 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 Catholic Education Services, Diocese of Cairns. 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 CEDC’s Communications and Engagement office. For further information, please contact:

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You are asked to choose one type of consent from the two options outlined below. Please tick one box and then sign and date the form.

### **Public (broad consent)**

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

- Social media platforms such as Facebook, Instagram, etc.
- Public websites and intranets of schools, CEDC or other associated entities (including those that are not password protected). Published material may include:
  - publicly-available newsletters
  - images/recordings of performances
  - images/recordings of events
- Publications and promotional material (digital or print) available to the public
- Public media coverage of events that may include:
  - student's selection in regional, state or national teams
  - visits made by VIPs to the school
  - visits by news media
  - publicity for the school and its events
  - sporting competitions, musical or dramatic performances or participation in community events such as ANZAC Day commemorations, local festivals or school-based excursions or outreach.

*By choosing this option, I authorise the school and CEDC 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, CEDC authorised or associated publication, production and presentation, which may include publication on public websites operated by the school, CEDC or associated entities (with or without password protection), and social media.*

### **None (no consent)**

The student / I will not be photographed, videoed, or recorded in any circumstance other than the student ID photo. This means the student / I will not appear in school, event, class, or individual photos.

The student / I will still be able to participate in school performances and events, but the school will take measures to exclude or de-identify images of the student/me from any photography, videoing or recording of these events and publication of any such materials.

Please complete student name and details and then sign and date the form on the following page and return to the school.

## Student details

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

Student's Date of Birth:        /        /

**Signature of student** (if age-appropriate): \_\_\_\_\_ Date: \_\_\_\_\_



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)*.