



Photographing, Filming and Recording students at Somerville Secondary College Annual Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons, including to celebrate student participation and achievements, showcase particular learning programs, camps, excursions and sports events, document a student's learning journey, communicate with our parents/carers and the wider school community in and on classroom blogs, apps and the college's Facebook page, etc.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events, eg concerts, sports events, awards and presentation evenings, etc, do so in a respectful and safe manner and that any photos, video or recordings and/or images of students are not publicly posted, for example to a social media account without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5973 1000 or by email to somerville.sc@education.vic.gov.au.

A. Use or disclosure within the school community

Unless you tell us otherwise below, images (for example photographs, video or recordings of students of your child may be used by our school within the school community, as described below.

- in the school's communication, learning and teaching tools, for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, etc)
- for display in school classrooms, on electronic computers screens in the college, on noticeboards in Reception and for Open Night, Information Evenings, etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Somerville Secondary College will seek your approval for photographs, video or recordings of students to be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media accounts, for example, the College Facebook page.
- in the school magazine

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes. Somerville Secondary College will make contact with parents/carers of children whose images will be used on the website, billboards, pamphlets etc to seek specific consent for these uses.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and



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managing all personal information. For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Parent Permissions

Somerville Secondary College understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our *Photographing, Filming and Recording Students Policy*).

Please complete the form below and return it to Reception in Administration.

Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this information (also refer to *Photographing, Filming and Recording Students Policy*) and

I CONSENT I DO NOT CONSENT

to Somerville Secondary College using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (eg in the school's communication, learning and teaching tools, on displays around the school, in the school's newsletter) including official school student and group college/school photographs.
- Use in publications/locations that are publicly accessible** (eg on the school's website, on the school's social media accounts such as the college Facebook page, and in promotional material for the school).

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the following policy document: *Somerville Secondary College Photographing, Filming and Recording Students Policy (webpage and Compass)*

Name of Student.....Year

Name of Parent/carer.....

Signature.....

Date: