

Photographing, Filming and Recording students at Bellbridge Primary School 2024 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:

- Celebrating academic achievement
- Showcasing learning programs
- Celebrating school events (e.g. camps, excursions, incursions, sporting events)
- Communicating with our school community via newsletters, our school website and Facebook page

This notice applies to photographs, videos 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 do so in a respectful and safe manner. Any photos, videos or recordings are not to be publicly posted (e.g. 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 9749 6161.

Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below. Photographs, video or recordings of students may be used within the school community in any of the following ways:

- End of term slideshows (shown at assembly or in classrooms)
- Teaching and learning tools (e.g. class blogs, Microsoft Teams, Compass)
- Displays within the classroom and school environment (e.g. noticeboards)
- Staff meetings focused on student health and wellbeing (e.g. asthma, anaphylaxis, disability inclusion)
- Student reports (uploaded to your child's profile in Compass)

Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- School website
- Facebook
- School newsletters (published on our website and sent out via Compass)
- Team newsletters (published on our website and sent out via Compass)
- Flyers to local kindergartens to promote K>P transition

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.

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 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.

Opt Out

Bellbridge Primary School 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*).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the school office. 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.

✂ _____ ✂ _____ ✂ _____ ✂ _____ ✂ _____

PLEASE ONLY COMPLETE AND RETURN THIS FORM TO SCHOOL IF YOU DO NOT CONSENT TO YOUR CHILD'S PHOTO BEING USED IN THE WAYS OUTLINED BELOW.

I have read this form and I **do not consent** to Bellbridge Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- ☐ **Use within the school community**, including:
- End of term slideshows (shown at assembly or in classrooms)
 - Teaching and learning tools (e.g. class blogs, Microsoft Teams, Compass)
 - Displays within the classroom and school environment (e.g. noticeboards)
 - Staff meetings focused on student health and wellbeing (e.g. asthma, anaphylaxis, disability inclusion)
 - Student reports (uploaded to your child's profile in Compass)
- ☐ **Use in publications/locations that are publicly accessible**, including:
- School website
 - Facebook
 - School newsletters (published on our website and sent out via Compass)
 - Team newsletters (published on our website and sent out via Compass)
 - Flyers to local kindergartens to promote K>P transition

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 our Photographing, Filming and Recording Students Policy.

Student's name:	
Student's class:	
Name of parent/carers:	
Signature:	
Date:	____ / ____ / ____