

Summary

During the College year there are many occasions and events where staff may photograph, film or record students participating in College activities and events. We do this for many reasons; including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and College community in our newsletter, webpage, our social media sites, our YouTube and through our Compass Parent Portal. This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the College.

We ask that any parents/carers or other members of our College community do NOT photograph, film or record at College events (e.g. concerts, sports events etc.) or within the College grounds, unless the photograph is ONLY of the child you are authorised to give permission for (i.e. your child only). We ask that parents/carers and other members of the College community do not take photos, video or recordings ("images") containing other students, and that these images are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

College staff photographing, filming or recording students at College events will always do so in a respectful, appropriate and safe manner.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our College on (03) 5281 1755 or via email bannockburn.p12@education.vic.gov.au

A. Use or disclosure within the College community

Unless you tell us otherwise below, images of your child may be used by our College within the College community, as described below.

Photographs, video or recordings of students may be used within the College community in any of the following ways:

- In the College's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents or College staff with passwords e.g. Compass Parent Portal)
- For display in College classrooms, on noticeboards etc.
- In the College's Newsletter
- To support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

Your child may be identified by first name and surname initial only (e.g. John S) in these images (or not named at all).

B. 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:

- On the College Website
- On College social media accounts e.g. Facebook, Instagram and YouTube
- In College publications e.g. Prospectus, Student Handbooks, Parent Handbook, and Newsletters

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 outside of those above.

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 College may constitute a collection of your child's personal information. The College 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 [Colleges' Privacy Policy](http://www.education.vic.gov.au/Pages/Collegesprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/Collegesprivacypolicy.aspx>).

Ownership and Reproduction

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

Opt Out

Bannockburn College understands that parents and carers have the right to withhold permission for our College to use photographs, video or recordings of your child (apart from circumstances where the College 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 College 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 College, **please complete the form below** and return it to the College Office addressed to **Marika Mercer, Communications Officer**. Please note that it may not be possible for the College to amend past publications or to withdraw images that are already in the public domain.

Opt Out – Return this part to the College Office

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

- Use within the College community** (e.g. In the College's communication, learning and teaching tools, on display around the school and in the College Newsletters).
- Use in publications/locations that are publicly accessible** (e.g. On the College Website, social media accounts and in promotional material for the College)

Note that you may choose to opt out of one or both above uses, however an individual photograph of each student will still be required for identification and administration purposes, this will be taken during Official College Photographs, for further information see the Bannockburn College Photographing, Filming and Recording Students Policy.

Name of Student	
Homegroup	
Name of Parent/Carer	
Signature	
Date	___/___/___