

[INSERT SCHOOL LETTERHEAD]

Photographing, Filming and Recording Students at [INSERT YOUR SCHOOL NAME] Annual Consent Form and Collection Notice

[NOTE TO SCHOOLS]

Sections highlighted in green are comments/instructions for schools. Schools should read the notes in green, make any changes to the text, and then delete the notes in green. Yellow highlighting indicates a section that should be replaced with the school's details. Remove all highlighting – and these instructions – before providing this form to parents.

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 [insert as appropriate for your school: e.g. celebrate student participation and achievement or to communicate with our parents and school community].

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 (e.g. concerts, sports events, etc) do so respectfully and safely and that any photos, video, or recordings ("images") of students are not 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 [school phone number and/or email].

I consent to my child being photographed or audio/visually recorded participating in class or school activities for the use and purposes of sharing:

- with other families in the school that will only be sent to school families in my child's class;
- in the school newsletter;
- on the school website, in CLS marketing, or on CLS social media sites.

Please select one of the two options:

- I **agree** to the community language school using photos, videos, or recordings of my child as described above
- I **do not agree** to the community language school using photos, videos, or recordings of my child as described above

You may withdraw your consent at any time however 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.

Name of Student	
Name of Parent/Guardian	
Signature of Parent/Guardian	
Date (dd/mm/yyyy)	___ / ___ / _____

Privacy Policy

Photographs, videos, 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. For more about information-sharing and privacy, see the Department's privacy policy at [Department of Education privacy policy | vic.gov.au](https://www.vic.gov.au/department-of-education-privacy-policy)