

# Photographing, Filming and Recording students at Hallam Senior College

## Annual Collection Notice & Opt Out Form

***Please note: The College deems that you consent to the use of photographing, filming and recording of students or student work for the purposes provided below unless you sign and return the Opt Out form at the back of this document.***

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 for example: celebration of student participation and achievement, showcasing particular learning programs, documenting a student's learning journey/camps/excursions/sports events etc, communicating with our parents and school community in newsletters and on classroom blogs, apps and official social media accounts.

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 (e.g. concerts, sports events etc) do so in a respectful and safe manner 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 or mature student.

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 9703 1266.

### A. 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:

- 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, Moodle, Office 365, Team App)
- for display in school classrooms, on noticeboards, video screens etc
- to support student's health and wellbeing (eg photographs of students who may be at high medical risk)

### 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 school's website
- on the school's social media accounts – e.g official Facebook, Twitter and the relevant public accessibility for Team App groups.
- in the school magazine or any other printed publications
- external media publicity e.g. events at which media attend and publish

**We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes e.g. use on billboards, media or brochures promoting the school.**

### 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 Form

**DO NOT SIGN if you consent to photographing, filming or recording for the purposes provided in the above information and the Photographing, Filming and Recording Students Policy**

Hallam Senior 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*).

**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 General Office

I have read this form and I **DO NOT CONSENT** to Hallam Senior 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 display around the school, in the school's newsletter)
- Use in publications/locations that are publicly accessible** (eg on the school's website, on the school's social media accounts, in promotional material for the school)

*Note that you may choose to opt out of both or only one type of use.*

Further information is available in the Hallam Senior College *Photographing, Filming and Recording Students Policy*

<b>Name of Student</b>	
<b>Name of parent/carers</b>	
<b>Signature</b>	
<b>Date</b>	/ /