



MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224
STRACHAN AVENUE, MANIFOLD HEIGHTS, 3218
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PHOTOGRAPHS AND FILMING AT OUR SCHOOL

Manifold Heights Primary School (**the school**) arranges many exciting activities for our students throughout the year.

Our school is seeking your consent to photograph and film your child at school to promote the school's activities.

If you consent, the school may use the photographs and film (**images**) for one year in the following ways:

- in the school's learning and teaching tools (for example, classroom blogs)
- in the school's publicly available website and social media accounts
- in promotional material for the school, including in pamphlets and public advertisements
- in the school's newsletter and other communications to the school community and public.

Your child may be identified by first name only in these images.

Please read this form carefully. If you do not understand any aspect, please contact the school on 5229 9643.

Privacy Protection

Photographs and film 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 Victorian privacy law when collecting and managing all personal information.

Ownership and Reproduction

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

Your Authority and Consent

I have read this form and I consent to the school photographing and filming my child (the student named below) and I acknowledge that:

- the school may use images of my child in the ways described in this form, for one year from the date that I sign this form
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain.

Name of Student	
Class	
Name of Parent/Guardian/Carer	
Relationship to Student	
Signature	
Date	

Recording - Authorisation and Privacy Consent Form

Attachment A – Frequently Asked Questions

Who can sign this form?

If you are or the Student and you are under 18 years of age and not considered a mature minor – one of the following people can sign this form (whichever is applicable in the individual circumstances):

- person who has parental responsibility for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
- a person appointed as “guardian” pursuant to the *Children Youth and Families Act 2005* (Vic)

Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways:

1. Court Appointed Guardian

If you or the Student have a person appointed as a “guardian” pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.

2. Informal Carer

An Informal Carer is a relative or other responsible adult with whom the Student lives, and who has day to day care of the Student. See the School Policy Advisory Guide for information on informal carers:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>.

It is important to note the following:

- The informal carer should provide an Informal Relative Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from <http://www.ccp.vic.gov.au>.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship can subsequently be contacted, their consent should be sought.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship subsequently refuses or withdraws consent, their decision prevails, and the consent and authority under this form will cease immediately.

3. Mature Minor Students

If you are or the Student is under 18 years of age but is considered a mature minor, he or she is able to sign their own consent form. See the School Policy Advisory Guide for information on mature minors at:

<http://www.education.vic.gov.au/Pages/default.aspx>

4. Persons who are eighteen years of age or older

If you are or the Student is 18 years of age or older – he or she is able to sign their own consent form unless the Student is subject to a court order.

*The above methods of consent apply in situations where parents are **divorced or separated**, or when the **Student is not living with a parent, or a parent cannot be located**.*

What happens if a new partner of a parent or a de-facto wants to sign the form?

Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner or de-facto partner of a parent cannot sign this form.

What will the School do with this form?

This Consent Form must be retained by the school to demonstrate consent was appropriately given.

For other information about retention of personal information see the School’s Information Privacy Policy located on the schools website.