



Photo Consent Policy

Adopted By: Principal

Review Date: 28/06/2022

To Be Reviewed: Annually

AIM

The primary purpose for which a school collects photographs or other personal information is to conduct the business of the school and run its programs efficiently. The school will ensure that all information collected is used in a responsible manner and that parents have given their consent for photographs or videos to be taken and used by the school.

PROCEDURES

In accordance with the Privacy Act, an individual has the right to seek to access any personal information that the school holds about him or her and to advise the school of any perceived inaccuracy with that information.

The school publishes newsletter and year books in print form and some of which is electronic through the school's website. Because these publications often include photographs, videos and other images of students, it is necessary that the school obtain explicit permission from parents to use such images.

Permission is sought annually through a pro forma which requires parents to make a clear statement of their wishes:

I give permission for my child's photograph/video and name to be used by ABC and authorised affiliates in:

- *the school website*
- *social media*
- *promotional materials*
- *newspapers and other media*

These are collected by Admin staff and records kept on file.

Alkimos Baptist College



Permission for use of Student Work / Photos / Video

Dear Parents / Guardians

At certain times throughout the year, Alkimos Baptist College uses visual images of students or their work in a variety of ways to recognize excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school.

In order to comply with the Department of Education's Information Privacy and Security Policy, the school is required to annually gain permission before using visual images of students or their work, outside the school environment.

We would like your permission to use visual images of your child and/or their work for the above purposes.

You may withdraw your consent in writing at any time.

Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

Kieran Graham
College Principal

STUDENT'S NAME: _____

CLASS: _____

- I give permission for my child's photograph/video/work and name to be used by Alkimos Baptist College and its authorized affiliates in:
 - The school website
 - Social media
 - Promotional materials
 - Newspapers and other media
- I give permission for a photograph/video/work of my child to be used by Alkimos Baptist College in the agreed publications without acknowledgement, remuneration or compensation.
- If I wish to withdraw this authorisation and consent, it is my responsibility to notify the school in writing.

Signed: _____ Print Name: _____ Date: _____

- I DO NOT authorise or consent Alkimos Baptist College or its authorised affiliates to use any photographic/video/work of my child.

Signed: _____ Print Name: _____ Date: _____