

Authority to use photographs (including video) of children for the promotion of public education

Dear Parents and Carers

The ACT Department of Education and Training seeks to use photographic (including video) images of students to promote public education. The photographs are used for Department and school promotional purposes including corporate publications such as the annual reports. This may include illustrations for printed materials as well as Department of Education and Training and school websites.

Photographs of students may also be taken by the media to illustrate a newspaper or television story about public education. The Department at times also provides copies of photographs of students to the media for this purpose. The media is only ever invited into a school when they have sought and gained Department approval.

The media includes local and national television and radio stations, newspapers, and other publications.

At times the names of children may be included in school newsletters and websites and media where it relates to an article or story that recognises their student work and success.

The Department is subject to the Commonwealth [Privacy Act 1988](#). The Privacy Act requires that we comply with the [Information Privacy Principles](#) (IPPs), which are set out in the Act, and which govern the collection, use, storage and disclosure of personal information.

Both photographs and names of students may be personal information within the meaning of the Privacy Act.

As required by the Privacy Act, we are seeking your permission for your child's name, and photographs of your child, to be collected, used and disclosed for the purposes outlined in this letter. You are not required to grant permission - this is a matter entirely within your discretion. However, by granting permission you will greatly assist in the promotion to the community of the educational opportunities provided by ACT public schools.

If you wish to grant permission, can you please provide the necessary details and sign your permission on the following page.

If you agree to have the photograph published on the Department and/or school website you need to be aware that the image can be copied and used by other web users and therefore the Department has no control over its subsequent use and disclosure.

Permission Slip over page

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I give permission for the ACT Department of Education and Training, my child's school and the media to take and use photographs of my child(ren) for the purposes of promoting the school and ACT Government schools. I understand that photographs taken by the school and the Department may be stored and used for promotion purposes from time to time.

Child's full name: _____
(Please print)

Name of school: **KINGSFORD SMITH SCHOOL**

Full Name of parent or carer: _____

Please tick 

Yes I agree to photographs and video recordings
being taken and used by the school and Department

No, I do not agree.

Yes I agree to photographs and video recordings
being taken and used by the media.

No, I do not agree.

Newsletters and websites:

Yes, I agree that my child's name may be included in school newsletters and websites
and media where it relates to an article or story that recognises their student work
and success.

No, I do not agree.

Date: _____ Signature _____

Office Use

Student central ID: _____

Entered into MAZE