

## MEDIA & COMMUNICATIONS

### **CONSENT FORM – EXPLANATORY INFORMATION**

#### **Background:**

The PRIVACY AMENDMENT ACT 2001 imposes obligations upon organisations collecting personal information to protect that information. In recent years schools administered by Rockhampton Catholic Education have significantly increased their promotional and communication activities for enrolment purposes and to help maintain a positive profile in their local communities.

These initiatives have usually involved not only school based publications, but also images of students being utilised in all forms of media, including newspapers, radio, television and websites. Common methods of publication have included brochures, newspaper, radio and television advertisements, promotional videos and school web sites.

In addition, schools continue to attract widespread interest from media organisations for news and current affairs stories and for lifestyle programs. To ensure consistency of compliance with our organisation's privacy obligations and in keeping with applicable child protection legislation, it is a requirement that a parent or guardian of a student in a Rockhampton Catholic Education school gives consent for their child to participate in such activities.

#### **Consent:**

Consent will be sought from a parent or guardian of the student by asking the parent or guardian to complete and sign the attached form. It is suggested that the parent who enrolls the child will sign the media consent form as part of the enrolment process.

The consent form will be placed on the student's file or record and will be retained by the respective school and/or Rockhampton Catholic Education. If requested, a copy of the form will be made available to a parent/guardian of the student.

Parents/guardians will be asked to complete one consent form only during the time the child is a student at the school.

**NB: This consent, once given, will be amended or revoked by the school only upon receipt of correspondence from the parent or guardian who gave the original consent.**

#### **Exclusions:**

This consent form is not required for and does not apply to class photos and school team photos, eg debating, cricket, which may be used in school magazines. Any such objection raised to this internal publication must be specifically made to the Principal of the school your student attends.

**PLEASE COMPLETE THE FORM ON THE REVERSE SIDE AND RETURN TO THE SCHOOL TOGETHER WITH YOUR ENROLMENT FORM.**

#### **Other issues regarding media access to schools:**

It is noted that the policy of Rockhampton Catholic Education regarding Media Access to schools is that the respective school or Rockhampton Catholic Education has the right to refuse media access for whatever reason, including where, in the opinion of school or Rockhampton Catholic Education authorities, it would interfere with the student's well being or negatively impact on the operation of the school.

Where possible, media access to students will be managed by representatives of Rockhampton Catholic Education.

#### **Copyright:**

At all times ownership of any material obtained from the above activities will vest with either the school or Rockhampton Catholic Education.



# St Joseph's School Park Avenue

## CONSENT FORM

### MEDIA & COMMUNICATIONS

#### 1. Student Details:

Student's name \_\_\_\_\_

Date of birth \_\_\_\_\_

School year \_\_\_\_\_

#### 2. Media & Communications Release:

I authorise my child's school to take (or authorise others to take) and use photographs, video or sound recordings of my child and any other reproductions or adaptations of my child's likeness ("the material"), either in full or part, in conjunction with any wording or drawings.

I understand this material will be used for the purposes of advertising, promotion, media publicity, publication, display of my child's school and/or for any other Rockhampton Catholic Education or Queensland Catholic Education Commission purpose in whole or in part.

I understand that this consent form is not required for and does not apply to class photos and school team photos which may be used in the school magazine and that any objection I have to these internal publications must be specifically made to the school.

I understand that I or my child do not have any interest in the copyright to the material nor shall we receive any payment.

#### 3. Internet Release:

I authorise my child's school to take and use photographs, video or sound recordings of my child and any other reproductions or adaptations of my child's likeness ("the material"), either in full or part, in conjunction with any wording or drawings.

I understand this material will be used for the purposes of advertising, promotion as school web page usage of my child's school and/or for any other Rockhampton Catholic Education or Queensland Catholic Education Commission purpose in whole or in part.

#### 4. Authorisation: (Please circle 'consent' or 'do not consent' below)

I **consent / do not consent** to the use of my child's likeness as specified in 2 above in the **Media and Communication Release**.

I **consent / do not consent** to the use of my child's likeness as specified in 3 above in the **Internet Release**.

Full name of student's parent or guardian: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)