

## Recording - Authorisation and Privacy Consent Form

### Digital Image Library - Adult

The purpose of this form is to provide you with information to decide whether to consent to photographic images (moving and still) and audio (Recordings) of you to be used by the Department of Education and Training (the Department) to promote Victoria's education, early childhood development and programs and initiatives:

- to the Department's staff, teachers, parents, guardians or carers of children and students of schools and Department funded services and to the Victorian community;
- to the Victorian education network, including non-Government schools, kindergartens and Victorian Government agencies; and
- within Australia and overseas.

Please read each part of this form carefully. If you do not understand any part of this form or wish to seek clarification about to the Recordings, please speak to the Department's Communications Division on (03) 9637 2222.

#### Privacy Protection

The Department values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the *Privacy and Data Protection Act 2014 (Vic)*. This law sets out what we must do when the Department collects, uses, handles and destroys personal information.

Personal information includes images which are capable of identifying an individual, such as the Recordings.

#### Collection, use, disclosure and storage of Recordings

The Department will be collecting (either directly through service provider such as a photographer) the Recordings during an allocated film shoot identified below. Recordings will be collated into an image library, and may be later selected for use in marketing and communication initiatives.

These marketing and communication initiatives include exhibitions and trade show displays, printed collateral, outdoor advertising campaigns and website and e-marketing promotions.

Such initiatives may involve the disclosure of the Recordings to the contract service providers, media outlets and other Victorian Government agencies, and community partners to produce, publish and distribute materials containing the Recordings.

Consent to the use of the personal information and Recordings will expire within 4 years from the date of your consent provided in this Recording – Authorisation and Privacy Consent Form. Disclosure or use will not otherwise occur unless permitted by law.

#### Accuracy, access to Recordings and withdrawal of consent

The Department will endeavour to ensure that any personal information held about the Student is up to date and accurate. You can access, correct and withdraw personal information held by the Department by written request in accordance with the Department's Information Privacy Policy located at:

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

You may request access to the recordings or request for your consent to be withdrawn by writing to Department's Privacy Unit on: [privacy.enquiries@edumail.vic.gov.au](mailto:privacy.enquiries@edumail.vic.gov.au)

Withdrawing consent means that the Recordings will not be used or disclosed as described above.

#### Ownership and reproduction of the Recordings

The Recordings will be owned by the Crown in Right of the State of Victoria, and may be reproduced, amended and edited for the purposes set out above without notice, acknowledgment, remuneration or compensation.

Your authorisation to use and reproduce the Recordings may be withdrawn by contacting the Communications Division on (03) 9637 2884. However, withdrawal of this authorisation may not be possible where Recordings that have been re-used or are in the public domain.

#### Your Authority and Consent

I the undersigned:

- have received and read this Recording – Authorisation and Privacy Consent Form;
- acknowledge the purposes of the collection, and consent to the use, disclosure and storage of Recordings stated above and confirm that consent for the use, and disclosure and storage of the Recordings may be withdrawn at any time;
- authorise the use and reproduction of the Recordings;
- understand that the Recordings may be used and reproduced without further notice, acknowledgment, remuneration or compensation to me or the Student;
- understand that I may withdraw my authorisation for the use and reproduction of the Recordings at any time, but that the withdrawal of this authorisation may not be possible in relation to Recordings that have been published in the public domain or in relation to group photos.

<b>Program Participation</b>	<b>Date:</b>	<b>Location:</b>
		Quantum Victoria, Charles La Trobe P-12 College
<b>Name /School</b>		
<b>Signature</b>	..... ...	
<b>Date</b>	____ / ____ / ____	