



**RAVENSWOOD SCHOOL FOR GIRLS POLICIES
AND PROCEDURES**

Policy Group: Safe and Supportive Environment
 Policy Subject: Collection and use of student photographs
 and/or film in the school

Policy No:

SSE.60

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| Contact Officer | DIRECTOR MARKETING AND ENROLMENTS |
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| Purpose | <p>The purpose of this policy is to ensure the collection and use of student photographs and/or film:</p> <ul style="list-style-type: none"> • protects the personal information of individuals • respects the individual's right to control how and for what purpose their personal information is used • complies with the relevant legislation. |
| Overview | <p>Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the Privacy Act 1988 and the 2014 Australian Privacy Principles (APP) contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968.</p> |
| Scope | <p>This policy applies to all photos and/or film of students.</p> |
| The Policy | <p>The school has procedures which cover:</p> <ul style="list-style-type: none"> • advice to parents/guardians as to when photographs and/or film are to be taken and how they will be stored and used • providing parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed • controlling and managing how and when others collect and publish photographs and/or film of students • obtaining parents'/guardians' permission before student photographs and /or film are published • ensuring parents/guardians are mindful of the APP when photographing or filming their children participating in school events or performances. <p>To comply with the <i>Privacy Act</i>, consent will generally be required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the <i>Copyright Act</i>.</p> <p>Note: Ravenswood must ensure that a professional photographer engaged by the school signs a Confidentiality Deed prior to being permitted to take school photographs.</p> <p>This table summarises what documentation is required to enable the school to collect, use and disclose photographs, video and digital images in certain circumstances.</p> |

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| Collection type | School Use | Disclosure to third parties | Documentation required |
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| Official school ID photographs | <ul style="list-style-type: none"> Storage on Synergetic School identification cards | <ul style="list-style-type: none"> Parents/guardians School publications | <ul style="list-style-type: none"> School-level policy |
| Other school photos, video, film, digital images | <ul style="list-style-type: none"> School newsletters Intranet Within the school community including school magazine | <ul style="list-style-type: none"> School website Other internet websites Media | <ul style="list-style-type: none"> School-level policy General Consent Form Specific Consent Form (if for disclosure to third parties) Copyright Release Form |
| Closed circuit television (CCTV) | <ul style="list-style-type: none"> Detect and deter vandalism, graffiti or other unwanted activities Monitor outdoor areas, corridors and other areas of the school. <p>Prohibited in the following circumstances:</p> <ul style="list-style-type: none"> monitoring the work performance of staff and students Use in toilets, showers and changing rooms or staff rooms concealed or covert cameras in any location. | <ul style="list-style-type: none"> Only in very restricted and limited circumstances | <ul style="list-style-type: none"> Compliance with legislation, including the <i>Surveillance Devices Act 2007 (NSW)</i>. |
| <p>Collection, use and disclosure by third parties</p> <p>Schools also have a degree of control over the collection of photographs, video and digital images by third parties during school hours and at school approved activities.</p> | | | |

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This table summarises what documentation is required to enable third parties to collect photographs, video and digital images in these circumstances.

| Third party | Documentation required |
|---------------------------------|---|
| Parents / guardians | <ul style="list-style-type: none"> • School-level policy |
| Students | <ul style="list-style-type: none"> • School-level policy |
| School photographer | <ul style="list-style-type: none"> • School-level policy • Specific consent form for school photographs • Confidentiality Deed |
| Other professional photographer | <ul style="list-style-type: none"> • School-level policy • Specific consent form • Confidentiality Deed |
| Media | <ul style="list-style-type: none"> • School-level policy • Specific consent form |

Consent forms

This table describes the consent forms and their purposes that schools should be aware of :

| Form | Purpose |
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| Specific Consent Form for School Photographs | <p>The school usually arranges for a photographer to take individual, class or teaching photographs that are later sold to parents/carers.</p> <p>Before the photographer comes to the school, the school must provide the parents/carers with a written notice of when photographs should be taken. This form must also include information about the storage of these photographs on SYNERGETIC and proposed other uses of the individual photographs.</p> <p>Parents/carers can provide informed consent or withhold consent for the collection, use and disclosure of their child's photographs at any time by contacting the school.</p> <p>Note: In SYNERGETIC the student ID photo is used by the school for educational and administrative purposes. Access to SYNERGETIC is restricted to school employees, approved by the Principal.</p> |



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| | General Consent | <p>Schools should develop this form for the collection and use of photographs, video, film, and digital images taken by the school. This should cover generic uses such as publication in the school newsletter, school magazine, on the intranet, and within the school.</p> <p>This form should be distributed regularly, preferably at the beginning of each school year.</p> |
| | Specific Consent | <p>Schools should develop this form for the collection, use and disclosure of photographs, video, film, and digital images whenever one or more of the following circumstances apply:</p> <ul style="list-style-type: none"> • any circumstance that is not covered by the general consent form • if the circumstances are unique or different • if it may involve disclosure to third parties. <p>It is important that the form contains specific and detailed information about the proposed collection, use and disclosure. This will ensure that the school obtains informed consent from the parents/carers to collect, use and disclose the 'personal information' of their child.</p> |

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| Date Approved | 29 October 2015 |
| Approval Authority | Principal |
| Date of Commencement | October 2015 |
| Amendment Dates | |
| Date for Next Review | 1 December 2016 |
| Related Policies, Procedures and Guidelines | <ul style="list-style-type: none"> • Ravenswood Privacy Policy • Ravenswood Parental Concern Policy |
| Policies Superseded by this Policy | |

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