



KEILOR VIEWS PRIMARY
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KEILOR VIEWS
Primary School
5539

Swindon Crescent
Keilor Downs 3038

P: 9367 7466
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PHOTOGRAPHING & FILMING CHILDREN

Rationale

- Photographs, video or digital images of a child are considered “personal information” and therefore their use and disclosure are governed by the *Information Privacy Act 2000 (Vic)* (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of children may also contain copyright, and therefore may also be governed by the *Copyright Act 1968 (Cth)* (Copyright Act). To comply with these Acts, consent will generally be required from parents/carers before schools can collect and use children’s photographs and film.

Aims

- To ensure the collection and use of student photographs and/or film in the school protects the personal information of individuals and respects the individual’s right to control how and for what purpose their personal information is used.
- To ensure Keilor Views Primary School complies with DET policy and guidelines.
- To ensure the school complies with the legislative requirements of the *Copyright Act 1968* and the *Privacy and Data Protection Act 2014*.
- To ensure the school complies with Child Safe Standards 2 & 3.

Implementation

- The safety and wellbeing of children is this school’s highest priority.
- The school will
 - advise parents/carers when photographs and/or film are to be taken and how they will be stored and used
 - provide parents/carers with the choice to withhold or withdraw consent for their child to be photographed or filmed
 - control and manage how and when others collect and publish photographs and/or film of children
 - obtain the permission of parents/carers before children’s photographs and/or film are published
 - consider whether to allow parents/carers to photograph or film their children participating in school events or performances
- The school will advise parents/carers about
 - whether or not the school arranges for individual and classroom photographs to be taken each year; and then detail the notification, consent and publication procedures and protocols the school will follow
 - the collection, use and disclosure of other school photos, video, film and digital images that may be taken by the school from time to time
 - whether the school permits the media to take photographs and film of children and the notification, consent and publication procedures and protocols that the school will follow



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- whether the school permits parents/carers and children to record school performances, school activities and other school approved activities
- whether the school uses CCTV footage and the use, Purposes and possible disclosures of this footage
- the school's position about the collection, use and disclosure of photographs, video, film, and digital images by third parties.
- The school may choose to develop a number of consent forms, such as a:
 - Specific Consent Form for School Photographs: for when a photographer takes individual or class photographs that are later sold to parents/carers
 - General Consent Form: for the collection and use of photographs, video, film and digital images that are taken by the school for use in newsletters, school magazine, on the intranet or within the school
 - Specific Consent Form: for the collection and use of photographs, video, film and digital images for use in circumstances not covered by the above or in circumstances which are unique or different
- The school will ensure that a professional photographer engaged by the school signs a Confidentiality Deed prior to being permitted to take school photographs.
- This policy will be regularly communicated to the parents/carers and children.
- For further information please go to the web reference below.
- Please refer also to the school's *Information Privacy Policy*, the *Mobile Phones, Use by Children Policy* and the Child Safe Standards.
- Parents and carers can withhold consent for the collection, use and disclosure of their child's photograph at any time by contacting the school.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update 27th July, 2017).

This update was ratified by School Council on **22nd September, 2017**

Reference:

www.education.vic.gov.au/school/principals/spag/safety/pages/photosandfilm.aspx