



LEAD & ACHIEVE

## CONSENT TO PHOTOGRAPH AND FILM AT MELBOURNE GIRLS' COLLEGE

Melbourne Girls' College arranges many exciting activities for our students throughout the year. Our school is seeking your consent to photograph and film your child at school to promote the school's activities

If you consent, the school may use the photographs and film (**images**) for in the following ways:

- in the school's learning and teaching tools (for example, classroom blogs)
- in the school's publicly available website and social media accounts
- in promotional material for the school, including in pamphlets and public advertisements
- in the school's newsletter and other communications to the school community and public.
- Your child may be identified by first name only in these images.

Please read this form carefully. If you do not understand any aspect, please contact our school on 9428 8955 or [melbourne.girls.co@edumail.vic.gov.au](mailto:melbourne.girls.co@edumail.vic.gov.au)

### Privacy Protection

Photographs and film of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

### Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images the ways described in this form without notifying, acknowledging or compensating you or your child.

### Your Authority and Consent

I have read this form and I consent to the school photographing and filming my child (the student named below) and I acknowledge that:

- the school may use images of my child in the ways described in this form, unless I revoke consent.
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain



## ANNUAL PERMISSIONS

The college will seek parental consent annually for the following:

### Local Excursions

Local excursions, where no cost is incurred and no transport is required, are organised by staff to support student learning. Correct student supervision and uniform arrangements will apply.

### Student Counselling & Assessment

Parental permission is needed for your child to be seen by a Melbourne Girls' College psychologist/social worker for counselling and/or psychological or intellectual assessment. To support the education of your child, information will be shared with relevant school staff where necessary. Parents have the right to withdraw permission at any stage by contacting the school.

### Student & Parent/Guardian Standing Consent

MGC participates in educational research projects which necessitate student involvement. The projects undertaken have been approved in advance by relevant ethics committees.

These projects comprise overt observation in school classrooms, data generated by tasks that are part of the regular subject program, anonymous or coded questionnaires or surveys on subject matters not involving sensitive personal information or personal or family relationships.

Data will be treated confidentially and stored securely. Students will not be identified when reporting results from the research.