Rationale
The purpose of this policy is to ensure the collection and use of student photographs and/or film at Toorak Primary School (TPS):

- 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 DET policy and guidelines

Purpose
The aim of this policy is to:

- advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used
- provide parents/guardians 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 students
- obtain parents'/guardians' permission before student photographs and/or film are published
- provide guidelines for parents regarding photographing or filming their children participating in TPS events or performances.

Guidelines
TPS's photographing and filming will operate in accordance with the Information Privacy Act 2000 (Vic) and Copyright Act 1968 as set out by the Department of Education and Training’s (DET) guidelines. This policy will be placed on TPS's website and parents will be reminded annually of the policy's existence.

TPS procedures for recording and publishing student photographs, video, audio and work samples include:

- **General Consent** - TPS will distribute a Parental Consent Form (Parent Consent for Recording & Publishing) at the time of enrolment. This form clearly states that should a parent wish to change their consent, they can do so by advising the Principal in writing.
- **TPS will not** photograph, video or audio record students where permission has not been granted except for the purposes of student management, assessment, professional development and TPS photograph.
- **School Photographs** - TPS arranges for individual and classroom photographs to be taken each year. Photography companies will be expected to sign a Confidentiality Deed prior to photographing the students. Parents will be advised, in writing, at least one week prior to school photographs being taken. Parents will be given the option to ‘opt out’ of participating in school photographs, by writing to the Principal. TPS will store the photographs on the TPS's CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to TPS employees and DET technical support staff. Photographs are also stored on Compass, TPS's student management system. Access to photographs on Compass is restricted to TPS employees and DET technical support staff.
- **Specific Consent** - permission slips will be issued for activities which are not covered by the General Consent Form and/or, involve circumstances which are unique and different, and/or, disclosure to third parties.
- **Media** – from time to time TPS will, with the Principal's prior approval, permit the Media to take photographs and film of the students. TPS will only allow the Media to photograph and film students who have given permission.
- **TPS Performances & Sporting Events** - TPS permits parents/carers and students to record TPS performances, TPS activities and other TPS approved events. Photographs, video and audio recordings are for parents’ own use and not for publication as some parents may not have consented, *see the Information Privacy Act 2000 (Vic) and Copyright Act 1968*.

**Evaluation**

This policy will be reviewed as part of the TPS's annual review cycle. This policy was ratified by School Council in July 2016.