

# Annual School Consent Forms

## Instructions for schools

Consent to use student images and works is now an annual procedure as legislated by the Commonwealth Government under the *Privacy Act (2014)*.

The **consent forms for raffle tickets AND for the use of student's image and/or works** needs to be sent to ALL parents/carers in the commencing weeks of 2015 and returned specifying consent or non-consent to the school office within 7 days. The school is responsible for maintaining an accurate database outlining the consent status for all students at the school during 2015. As new students are enrolled at your school this form must be procedure as part of the enrolment procedure.

All students aged 15 and above must complete their section of the same form within 7 days specifying consent or non-consent. Whatever consent the student provides is the official consent the school is to use. As advised by CEC, students aged 15 and above can provide official consent to the school, which may effectively override parental consent in relation to the consent of the use of student's image and/or works.

From 2016, all schools will be using FACES and the fields that hold this information will be automatically cleared at the commencement of each school year.

If a parent/student changes their consent, it will not be retrospective e.g. already published photos and works do not need to be taken down/destroyed, although if safety concerns are notified all reasonable efforts should be made to remove any published information.
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If you have any questions please contact your Director System Performance or the Privacy Officer  
[tcaims@parra.catholic.edu.au](mailto:tcaims@parra.catholic.edu.au)

## Consent to Sell Raffle Tickets

Please complete the form below and return within 7 days to the school office:

I **DO** give permission for the school to send home books of raffle tickets, to be sold for various school fundraising activities. I am aware that a child under 15 years of age cannot sell lottery/raffle tickets unless accompanied by and under the supervision of an adult. I am also aware that tickets cannot be sold door to door on any day before 9am or after 8pm or sunset (whichever last occurs).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

OR

I **DO NOT** give permission for the school to send home books of raffle tickets, to be sold for various school Fundraising activities.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## Consent form: Use of student's image and or work

Dear Parent/Carer

During the year, your child may create materials (Works) or may be photographed or filmed for our school publications, website and/or social media, or other print or electronic media (including third party websites).

**Catholic Education Diocese of Parramatta** (CEDP) may also wish to use student images, audio or material created by students' (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's image/audio and his/her Works for the above purposes.

Consent does not apply to the provision of official school photographs that will be utilised for internal administrative purposes such as student identification cards, library loan card and the like.

STUDENT'S NAME:

\_\_\_\_\_

YEAR LEVEL:

\_\_\_\_\_

**Please complete the form below and return within 7 days to the school office:**

1. I give permission for my child's photographs, audio or video images to be published in hard copy and digital form in school and diocesan websites, school and diocesan social media channels, promotional materials, newspapers and other media for the purpose of promotion and communication of CEDP activities or programs, training materials and resources.
2. I give permission for my child's Works (as defined in the Copyright Act 1968) to be published in hard copy and digital form in school and diocesan websites, school and diocesan social media channels, promotional materials, newspapers and other media for the purpose of promotion and communication of CEDP activities or programs, training materials and resources.
3. I acknowledge that the use of my child's Works is an authorised use of the Works under the Copyright Act, 1968
4. I understand and agree that any photograph/video or other images of my child may be publically displayed or disclosed to third parties (e.g. in or on a school, Catholic Education Office, CELC or COSHC CEC NSW or other third party website or publication).
5. I consent to printed or digital copies of my child's images and their Works to be used by other schools or educational institutions that are parties to the National Education Access License for School Agreement (NEALS) which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.
6. I consent to the use of my child's Works by the school, Catholic Education Office, CELC or COSHC CEC NSW and other parties to NEALS for free, that is without any remuneration.
7. I understand that whilst reasonable efforts will be made to protect the identity of my child (other than when their identity is relevant to the use of their image/Works – e.g. in reporting academic achievements or school news), CEDP and its associated agencies cannot guarantee that my child will not be able to be identified from the image or Works.
8. In signing this form I acknowledge that I'm not aware of any Court Orders or other reasons why my child's photos should not be published.

### Parent/carer consent

I DO give consent OR  I DO NOT give consent

Signed

\_\_\_\_\_  
Parent/Carer

\_\_\_\_\_  
Date

**All students (aged 15+) must complete this section:**

I DO give consent OR  I DO NOT give consent

Signed

\_\_\_\_\_  
Student (must also sign if aged 15 years or older)

\_\_\_\_\_  
Date

<i>Office Use Only</i>	Date of photo/video/audio or Work (month & year): _____
	Consent entered into FACES by: _____ <i>Staff name and date</i>
	Modifications noted in FACES:                      Yes/No