



ATTACHMENT 5. PERMISSION FORM FOR PHOTOGRAPHS AND VIDEOS

Permission Consent for Photographs and Videos

Parents/Guardians please read and complete the following permission form.

Photographs and videos are classified as 'personal information' under the *Privacy and Data Protection Act 2014*.

The purpose of this permission form is to:

- notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.
- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, parents/guardians, volunteers or students on placement
- enable photographs/videos of children to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events and excursions etc.

Photographs/videos taken by staff

Staff at the service may take photographs/videos of children as part of the educational program. With the consent of parents (by signature of this form), Staff will use these photos to document the child's learning via learning journals, displays at the preschool and on our Storypark communication app. If consent of parents has not been provided, only pictures in which their child is not present or has been de-identified (face covered or otherwise not showing) will be used.

Photos taken by staff may also be used on the Parkdale Preschool website/social media platforms or placed in the service's publications or promotional material to promote the service, or for any other purpose aligned to the service's business operations. The photos used will be unidentifiable (ie, no faces shown). Where children are identifiable, parent's permission will always be separately sought before publication.

When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs taken by parents/guardians of children attending the service program or activity.

Group photographs/videos taken by parents/guardians

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos

include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

Photographs taken by a photographer engaged by the service

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to parents/guardians prior to the event, and will include the date and the photographer's details.

Photographs/videos for use in newspapers, Parkdale Preschool website and other external publications

The separate and specific permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph being taken with the intention of appearing in any newspaper/media or external publication, including the service's newsletter, publications and website, where the child will be identifiable (ie face showing).

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children as part of their placement requirements, if parental permission has been provided.

Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the service's *Privacy and Confidentiality Policy*, which is displayed at the service and available on request.

Confirmation of consent

I consent to the arrangements for the use of photographs and/or videos on the following platforms,

Please Tick if you consent to your child/s photos being used on the following.

Storypark (Our preschool's password protected communication platform)

Educational Program and Documentation (including by students on placement.

Website / Facebook / Newsletters / other social media page (without faces visible) Note: we will seek your separate specific consent to publication of a photo on the website or social media where your child is identifiable

Parent's/guardian's name

Child's name

ATTACHMENT 4. PRIVACY STATEMENT

At Parkdale Preschool, we believe your privacy is important. Therefore we abide by a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none">• To enable us to provide for the education and care of the child attending the service• To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	<ul style="list-style-type: none">• For the management of the service• To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none">• To assess and (if necessary) to engage employees, contractors, volunteers or students• To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including sensitive and health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment