

Permission form for photographs and videos



Background information

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

The purpose of this permission form is to:

comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, 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.

notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.

Photographs/videos taken by staff

Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, 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. Staff may use learning journals, or learning stories on private communication programs such as Storypark, in which individual and group photographs or videos are included. **Parents must not screenshot or share any photos or videos containing images of children (other than their own), or other persons without the consent of the parent or other persons.**

During the kindergarten year the devices that photographs or videos are recorded on, including camera memory cards, computers and electronic devices will be stored securely with password access where applicable.

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. **Parents should not include photos or videos of staff, other parents or children other than their own, on social networking websites such as Facebook, Instagram etc, without the permission of other parents and staff.**

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, Eureka Community Kindergarten Association Inc. (ECKA) website and other external publications

The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph being taken to appear in any electronic or printed newspaper/media, external publication and websites.

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children as part of their placement requirements. The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph being taken for this purpose.

Eureka Community Kindergarten Association

11 Grandview Grove, Wendouree, Victoria 3355
Registration No: A00442672 ABN: 72 072 125 464

P: (03) 5339 5055
ecka.org.au



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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 (please tick appropriate box)

I consent to all arrangements for the use of photographs and/or videos, as stated in this permission form.

I do not consent to photos or videos of my child being shared with other people. This consent overrules consent given to join Storypark.

Parent's/guardian's name.....Child's name.....

Signature (parent/guardian)

Date

Version October 2022

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