

Enrolment Confirmation Media and Student Materials Consent Form

Introduction

This consent form sets out how Brisbane Catholic Education (**BCE**) and its administered schools (**BCE Schools**) use your child's personal information and student materials.

You have the option to:

- provide consent to the use and publication of your child's personal information and student materials; or
- not provide consent.

Please read, complete and return this form.

Purpose of the consent

BCE and BCE Schools collect digital, photographic and multimedia images of students and materials created by students during their enrolment for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements, including through publishing examples of student materials; and
- promotion of an individual school, and/or BCE, and/or our associated entities.

Personal information

Personal information covered by this consent form which may be used, published or disclosed by BCE or a BCE School (subject to consent) includes:

- student name;
- image or likeness (by way of photograph, digital recording or video footage);
- voice/video recording; and
- year level or age.

Student materials

BCE and BCE Schools may also use, communicate and publish (subject to consent) materials created by students (whether individually or in a group) during their enrolment, including:

- | | |
|-------------------------------|---------------------|
| • written works; | • lyrics; |
| • artworks; | • prayers; |
| • images and photographs; | • music scores; and |
| • sound and video recordings; | • dramatic works. |
| • software and code; | |

All intellectual property rights in materials created by a student will be owned by the student. However, BCE and the BCE Schools wish to obtain a licence to use, communicate and publish such student materials to the public and internally.

School photos

Annually, external photographers take formal class photos and individual student photos at BCE Schools. This consent form does not seek consent for your child to be photographed in formal class photos or individual student photos.

Individual student photos will be taken of your child by the relevant BCE School's external photographers and used by BCE and the BCE School for student identification. The relevant BCE School will provide you with separate information about the formal class photos and the school will seek your consent for your child to be photographed in the formal class photos.

Privacy Act

The *Privacy Act 1988* (Cth) and the BCE Privacy policy regulates how BCE and the BCE Schools collect, use and disclose the personal information of students and other individuals. BCE's Privacy policy can be accessed on each BCE School's website or at:
<https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Voluntary

Consent is voluntary and your child's education will not be limited if consent is withheld.

Consent may be withdrawn

Consent may be withdrawn by you at any time by contacting the relevant BCE School and completing a new consent form.

This consent form will be placed on the student's file or record and retained by the relevant BCE School on behalf of BCE. If requested, a copy of this consent form will be made available to the student and/or the student's parents/legal guardians. You may, at any time, withdraw the consent you provide by contacting the relevant BCE School and completing a new consent form. BCE will also seek to remind you to review and update (if necessary) the existing consent on an annual basis.

If consent is withdrawn, no new use will be made of the student's personal information or student materials. Due to the nature of the internet and other public forums (especially social media), BCE cannot guarantee that all personal information and student materials published prior to revocation of consent will be able to be removed from the internet or other public forums. BCE will use its best endeavours to remove, delete and restrict from use all personal information and student materials within its direct control as publisher in relation to which consent has been revoked.

Media sources and publication

BCE and the BCE Schools may use and publish students' personal information and student materials in various formats, including:

- online media;
- social media;

- print media;
- newspapers;
- videos;
- public displays and presentations;
- television;
- school newsletters;
- radio;
- internal communications;
- electronic communications; and
- in any edited form.

Duration

The consent you provide will last for the duration of the student's enrolment at a BCE School and for a reasonable time period after the student's enrolment ends at a BCE School.

Who to contact

Should you require any further information in relation to this consent form, please contact your BCE School Principal or Brisbane Catholic Education Office directly at:

Phone: (07) 3033 7000

Address: 2A Burke Street, Woolloongabba Qld 4102 Australia

CONSENT FORM: Media and Student Materials

1. STUDENT DETAILS

Student's legal name		Student's date of birth	
BCE School			

2. CONSENT FOR MEDIA AND STUDENT MATERIALS

Please choose either 'Yes' or 'No' from the consent options below with regards to Media and Student materials.

Yes ☐	<u>I provide consent</u> and authorise BCE and the BCE School to: - use, publish and disclose the student's personal information; and - use, communicate and publish the student materials, within the BCE School community and other public forums, including as described in the information sheet attached to this consent form. I acknowledge that such uses by BCE and the BCE School may include, but are not limited to: - showcasing student participation at school and in school events; - celebrating student achievements, including through publishing examples of student materials; and - promotion of an individual school, and/or BCE, and/or our associated entities through various formats, including online media, social media, print media, newspapers, videos, public displays and presentations, television, school newsletters, radio, internal communications, electronic communications and in any edited form.
No ☐	<u>I do not provide consent</u> for BCE or the BCE School to: - use, publish and disclose the student's personal information; or - use, communicate and publish the student materials. I acknowledge that the student will not be photographed, videoed or recorded in any circumstance, other than for: - individual student photos*; or - formal class photos in circumstances where a separate consent has been obtained, and that any materials created by the student during enrolment will only

be used with the prior written consent of the student's parent/legal guardian or the student (if appropriate).

***PLEASE NOTE: Individual student photos are a mandatory requirement for BCE Schools. Even if you do not provide consent with regards to Media and Student materials, the student will still be photographed for student identification purposes.**

3. AGREEMENT AND AUTHORISATION

***Note:** The student's parents/legal guardians should complete and sign this consent form, along with the student themselves if the student is legally an adult (18 years of age or over). Regardless of the type of consent provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.*

I am providing consent as (please tick **one**):

- ☐ The parent/legal guardian of the student
☐ The student identified on this form (18 years of age or over)

I have read and understood the above terms of providing consent to the use of the student's personal information and student materials. By signing the below, I authorise BCE, the BCE Schools and their approved contractors to use or disclose the student's personal information and student materials under the terms of consent provided (or not provided) above, and I understand that:

- any materials created by BCE Schools featuring the student's personal information or student materials under the terms of this consent are owned by BCE;
- BCE and the BCE Schools are granted a non-exclusive, transferable, perpetual, global, licence to exercise all intellectual property rights in the student materials for any purpose, and this licence includes the right to sublicense to third parties;
- by granting a licence to BCE and BCE Schools to use the student material, I warrant that to the best of my knowledge, the student material is the original work of the student;
- BCE or the BCE Schools will endeavour to acknowledge the student as the author of the student materials, but I agree that BCE or the BCE Schools may not always acknowledge the author on every occasion; and
- I can withdraw my consent at any time by contacting my BCE School Principal.

Date	
Signature of student's parent/legal guardian	
Legal name/s of parent/legal guardian	
Signature of student (if appropriate)	
Legal name of student	

Privacy collection statement

BCE and BCE Schools are committed to the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (**Privacy Act**). The purpose of this statement is to advise you that we may collect, use and disclose the personal information provided by you/the student on this form. This collection is for the purpose of obtaining consent to the use and disclosure of the student's personal information and student materials. The information will be used and disclosed by authorised BCE and BCE School employees for the purposes outlined on this form. Student personal information collected on this form may also be used or disclosed to third parties (such as our related entities and affiliated organisations, our workers and service providers) where authorised or required by law.

BCE Schools may use online or 'cloud' service providers to store personal information and to provide services to the BCE School that involve the use of personal information, such as services relating to email and document management and storage. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about BCE Schools' use of online or 'cloud' service providers is contained in our privacy policy.

It is up to you to update your/the student's personal information. If you are unable to update your/the student's personal information held by us yourself, you must notify us of the changes as soon as reasonably practicable. If you wish to access or correct any of the student personal information on this form or discuss how it has been dealt with, please contact your BCE School Principal or Brisbane Catholic Education Office directly at:

Phone: (07) 3033 7000

Address: 2A Burke Street, Woolloongabba Qld 4102 Australia

More detailed information about the way we use, disclose and secure the student's personal information, how you can access and correct that information, and how you can make a complaint about a breach of the Australian Privacy Principles can be found in our privacy policy on the BCE website, available here: <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>