



Spatzenschule

PHOTOGRAPHING AND FILMING STUDENTS AT SPATZENSCHULE ANNUAL CONSENT FORM AND COLLECTION NOTICE

During the year there are many occasions and events where staff may photograph, film or record students participating in Spatzenschule activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/excursions/events, communicate with our parents and Spatzenschule community in newsletters and on classroom blogs/Seesaw and inclusion in the annual Toorak Primary School Yearbook.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the Spatzenschule. We ask that any parents/carers or other members of our German Program community photographing, filming or recording students at Spatzenschule events (e.g. Einschulungsfeier, St Martins Day parade, Nikolaus celebration, participation in Toorak Primary School events and other Spatzenschule events) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (e.g.: to a social media account) without the permission of the relevant parent/carer. Spatzenschule does not own or control any images of students taken by parents/carers, students or their invited guests at Spatzenschule activities.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact the Board Chair (refer to Spatzenschule contact list).

A. Use or disclosure within the Spatzenschule community

Unless you tell us otherwise below, images of your child may be used by the Spatzenschule within the German Program community, as described below.

Photographs, video or recordings of students may be used within the Spatzenschule community in any of the following ways:

- in the Spatzenschule's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or staff with passwords, e.g. Seesaw)
- for display in classrooms, on noticeboards, etc
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the Spatzenschule website (including in the Spatzenschule newsletter which is publicly available on the website)
- in the Toorak Primary School Yearbook

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

C. Images to manage student behaviour or fulfil Spatzenschule's legal obligations

On occasion it may be necessary for Spatzenschule staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Spatzenschule does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Spatzenschule photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the Spatzenschule may constitute a collection of your child's personal information. For further information see our Privacy Policy.

Ownership and Reproduction

Copyright in the images will be wholly owned by the Spatzenschule. This means that the Spatzenschule may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Staff use of personal devices

Spatzenschule staff are not permitted to capture images of students on their personal devices. If staff would like to photograph, film or record students, they must use a Spatzenschule camera or device and ensure that the images are uploaded onto the Staff portal.

Opt Out

Spatzenschule understands that parents and carers have the right to withhold permission for the Spatzenschule to use photographs, video or recordings of your child (apart from circumstances where the Spatzenschule is not required to seek consent, see section C above.)

If you have read this notice and are comfortable with the Spatzenschule using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by the Spatzenschule, **please complete the form below** and return it to Katrin Schneider (Mini-Spatzen), Susanne Hildebrand (Spatzen and Falken). Please note that it may not be possible for the Spatzenschule to amend past publications or to withdraw images that are already in the public domain.

Photographing and Filming Students at Spatzenschule

Consent Form

I have read this form and I **do not consent** to Spatzenschule using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the Spatzenschule community** (e.g. in Spatzenschule's communication, learning and teaching tools, on display at Toorak Primary School, on Seesaw)
- Use in publications/locations that are publicly accessible** (e.g. on the Spatzenschule website, on Spatzenschule social media accounts, in promotional material for the Spatzenschule, in the Toorak Primary School Yearbook)

Note:

- *You may choose to opt out of both or only one type of use.*
- *It may not be possible for the Spatzenschule to amend past publications or to withdraw images that are already in the public domain.*

Name of Student	
Name of parent/carer	
Signature	
Date	___ / ___ / _____