## 1. PARTICULARS

**Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)**

- [ ] Full name
- [ ] First name only
- [ ] No name
- [ ] Other:

**Description of what is to be created, used, retained or reproduced:**
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- [x] Individual’s name
- [x] Individual’s image
- [ ] Individual’s recording
- [x] Individual’s copyright material

**Description of copyright material, image, recording or other personal information:**

- [ ] sound recording
- [x] artistic work
- [x] written work
- [ ] film
- [ ] name
- [ ] photograph / image
- [ ] other:

**Description of how the personal and/or copyright information will be used, reproduced. Where will this information be used (e.g. internet, on a website, social media, newsletter, media or brochure). How will it be distributed to, or accessed by the public?**

In Darra SS’s newsletter

**What is the timeframe the individual’s copyright material, image, recording, name or other personal information is required (e.g. is it for one year, one time usage? What date or dates?):**

For the whole of their enrolment at Darra SS

**Departmental position / name of the person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the individual’s copyright material, image, recording, name or other personal information:**

Bec McGuren, Principal

**Will the individual’s personal information or individual work be published on the internet, social media website or another website (i.e. permanently published to the public)?**

- [x] Yes
- [ ] No

**If yes, which of the websites below will the individual’s personal information or individual work be published on:**

- [x] School / department websites: www.darrass.eq.edu.au

  The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

- [ ] School / department Facebook page:

  The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

- [ ] School / department YouTube Channel:

  The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

- [ ] School / department Twitter Profile:

  The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

- [ ] Other:

  Provide a short description, and the website address, of the other website/s:
2. LIMITATIONS ON CONSENT
The Individual or Signatory wishes to limit the consent in the following way:

**IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT**
If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

3. DETAILS

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<th>Name of Individual</th>
<th>Address of Individual</th>
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Name of School (at which the Individual is enrolled, employed or volunteers)

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<tr>
<th>Signature of the Individual</th>
<th>Date</th>
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<td>(if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</td>
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<th>Signature of the parent or guardian</th>
<th>Date</th>
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<td>(required if the Individual is under 18 years)</td>
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<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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4. CONSENT GIVEN
On behalf of the individual identified in Section 1 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Uncontrolled Copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
5. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual’s personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

6. DURATION

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

7. DEFINITIONS

- “Use” includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual’s personal information and Individual work to the Department’s and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State;
What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing...
State School Consent Form

to use, record or disclose copyright material, image, recording, name or personal information

their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35
Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is
created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of
the Copyright Act 1968 applies where the work was created by or under the direction or control of the State.
However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector
Intellectual Property Principles provide further information on intellectual property. If as an employee you have any
further queries about the ownership of the intellectual property in respect of the works you create you should contact
the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is
apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name,
image or video or sound recording. It also includes the Individual's educational information such as the Individual's
assessment and results, and health information and court orders provided to the Department, where such
information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file.
The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start
using the Individual's personal information and Individual work to create material incorporating the Individual's
personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to
the person nominated in Section 8 of this Consent Form. After that notice is received, the Department and the State
will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need
to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies
of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for
doing so.

Privacy

The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is
required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the
Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the
Individual's personal information in accordance with your consent, except where authorised or required by law. If
you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if
you have a concern or complaint about the way the Individual's personal information has been collected, used,
stored or disclosed, please contact the school.