



Privacy Collection Notice



Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053.

PURPOSE

To explain to the school community how Travancore School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings ("images") of students.

POLICY

This policy outlines the practices that Travancore School has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Travancore School will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Images for use and disclosure within the school community and ordinary school communications

Travancore School will ensure that parents/carers are notified upon enrolment in a program of the ways in which our school may use images of students. There are many occasions during programs where staff photograph, film or record students participating in school activities or events, for example Operation Newstart Expeditions & Out and About Excursions. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs and to document a student's learning journey/camps/excursions.

Travancore School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy.



If at any time a parent/carer or student has a concern about the use of any images or wishes to withdraw their consent for any future collection, use or disclosure of images of their child, they should contact the School Principal via email at travancore.sch@edumail.vic.gov.au or on 03) 9345 6053.

Parents/Carers can contact the school at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record large group events such as Graduation Ceremonies and if your child participates, they may appear in these recordings.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Parent/Carer consent is obtained on enrolment or by signing the consent form or the relevant section of the Inpatient Admission Form.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Specific consent will be sought individually from parents/carers/ students for the use of photographs, video or recordings in publications that are accessible to the public. Consent must address the details of use including format, audience and expected time frame. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests, Travancore School will:

- seek advice from the relevant mental health service
- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur



- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Travancore School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

School graduations and other school approved activities

Travancore School permits parents/carers, students and invited guests to photograph, film or record school events and other school-approved activities.

Travancore School requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Images to manage student behaviour or fulfill our school's legal obligations

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

- fulfill 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.



Travancore School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Travancore School 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.

Staff use of personal devices

Travancore School Staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders at School Staff Meetings
- Available publicly on our school's website
- Included in staff induction and training
- Included in Staff Manual
- Discussed a parent information sessions
- Discuss as part of student orientation to a new program

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- A Collection Notice is available on the school website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal