



Silver Tree
STEINER SCHOOL

Photographs, Videos & Digital Images of Students Policy

2020

This procedure is applicable to: All Staff

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PHOTOGRAPHS, VIDEOS & DIGITAL IMAGES OF STUDENTS POLICY

The School's privacy policy covers the use of information gathered by the school. However, the use of some forms of information, notably the linking of the name of a student to a photograph, video and/or digital image, requires consideration of other issues, in particular child protection.

Our school publishes the school newsletter in print form and electronically through the school's website and Schoolzine. Because these publications often include photographs of students, we seek explicit approval from parents to use such photographs. Such permission is sought within the Enrolment Form.

A student's full name should not be used in conjunction with a photograph in any publication that will be freely available beyond the school.

RELATED LEGISLATION

- Information Privacy Act 2000
- Copyright Act 1968 (Cth)

RELATED POLICIES

- Privacy Policy
- Safeguard of Students

PROCEDURE

Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the Privacy Act and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the *Copyright Act 1968* (Cth) (Copyright Act).

The following matters will be considered when publishing photographs which illustrate an article:

- The nature of the photograph, e.g. a child in a swimsuit
- The age of the students in the photograph
- Whether there are reasons, linked to a student's circumstances, that mean he/she should not be identified

Consent and rights of access to the personal information of students

The School respects every parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The School will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student. Parents may seek access to personal information held by the School about them or their child by contacting the Head of School. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

How will the School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

COLLECTION, USE AND DISCLOSURE BY THIRD PARTIES

The School has a degree of control over the collection of photographs, video and digital images by third parties during school hours and at school approved activities.

School Policy governs the collection, use and disclosure by the following:

- Parents/guardians
- Students
- School Photographer
- Other Professional photographer
- Media

REFERENCES

AISWA – Privacy Compliance Manual

Available: <https://www.ais.wa.edu.au/policy-and-procedure-guidelines>

AISWA – Use of Photographs and Student Images

Available: <https://www.ais.wa.edu.au/policy-and-procedure-guidelines>

Australian Privacy Principle & Privacy Amendment (Enhancing Privacy Protection) Act 2012

Available: http://www.austlii.edu.au/au/legis/cth/num_act/pappa2012466/sch1.html