



Jondaryan State School

Scott Road, Jondaryan Qld 4403

Introduction to the State School Consent Form for school staff and volunteers (attached) for Jondaryan State School.

This letter is to inform you about how we will use your personal information and materials. It outlines:

- what information we record and disclose; and
- how we will use your materials.

Examples of personal information which may be used and disclosed (subject to consent) include your name (or part of), image/photograph, voice/video recording.

Your materials:

- may include your personal written work, pictures, drawings, photos, performance, recordings
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education. To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. Your personal information or materials may be included in such publications.

The State School Consent Form for school staff and volunteers may, at your discretion, provide consent for your personal information and a licence for your materials to be published online or in other public forums. It also allows your personal information and materials to be presented in part or alongside the students' achievements.

The school needs to receive consent in writing before it uses or discloses your personal information or materials in a public forum. The attached form is a record of the consent provided. However, please note that this form does not provide for consent to use your materials created in the course of your employment, as such materials are owned by your employer (eg. materials created by a State employee while performing their duties of employment are owned by the State, regardless whether or not the materials are created during normal hours of work or using departmental facilities or equipment).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form for school staff and volunteers or for giving limited consent.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images or materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your personal information or materials subject to your consent.

- School website: www.jondaryanss.eq.edu.au
- Facebook: Jondaryan State School, Jondaryan SS 150 years celebrations
- YouTube: **[insert url]**
- Instagram: **[insert url]**
- Twitter: **[insert url]**
- LinkedIn: **[insert url]**
- Other: Class Dojo
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form for school staff and volunteers does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of employment, volunteering or another period as stated in the State School Consent Form for school staff and volunteers, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact Alex Stansbie, Principal, Phone: 4692 2139, email: principal@jondaryanss.eq.edu.au.

The Principal should be contacted if you have any questions regarding consent.

State School Consent Form for school staff and volunteers

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

Individual to complete

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video)

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT AND FURTHER APPROVED ACTIVITIES

School representative to complete.

- (a) Timeframe of consent: for staff it is the duration of their employment and for volunteers it is their current P&C membership : eg. for school employees – “duration of employment”, for school volunteers –
- (b) Further identified activities not listed in the form and letter for the above timeframe: Jondaryn State School 150th Celebrations in 2022. (e.g. advertising & publications, school open day/fete/reunion, newspapers & TV stories).

5 LIMITATION OF CONSENT

The Individual wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ the identified person in section 1
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of consenter.....

Signature or mark of consenter.....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to the consenter, the section below must be completed.

► **WITNESS – for consent where the explanatory letter and State School Consent Form were read**

I have witnessed the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of your personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance.

