Jacana School *for* Autism
"Learning for Life"

PHOTOGRAPHING, FILMING AND RECORDING STAFF AND OTHER ADULTS 2025

Policy

The purpose of this policy is to ensure the collection and use of photographs, films and recordings of staff and other adults in schools complies with relevant legislation and Department policy.

Summary

Photographs, films and other recordings of individuals are considered personal information, and as such are protected by privacy law in the same way as other personal information. They may also be protected by copyright law. This policy outlines the procedures for obtaining consent, storing, and using photographs, films, or other recordings of staff and other adults within the school environment. It aims to respect individual privacy, ensure informed consent, and maintain appropriate confidentiality and information handling practices.

Details

Schools must:

- advise staff and other adults when photographs, films or other recordings of them are to be taken and how they will be stored and used.
- consider what kind of consent is appropriate for the specific circumstance.
- provide staff and other adults with the choice to withhold or withdraw consent for them to be photographed or filmed in certain circumstances if they do not wish to be filmed. This excludes photographing and filming for security purposes such as CCTV and ID cards.
- ensure that when engaging a professional photographer, a confidentiality clause relating to appropriate information handling is included in the agreement or contract between the photographer and school.

Policy Guidelines

1. **Notification and Transparency**
    - Schools must notify staff and other adults when photographs, films, or other recordings of them are to be taken. Staff should be informed about how these images or recordings will be stored and the intended purposes for their use.
2. **Consent Requirements**
    - The school will evaluate and determine the appropriate type of consent needed based on the specific circumstances in which the images or recordings are to be used. The type of consent may vary depending on whether the images or recordings will be used internally or externally.
3. **Right to Withhold or Withdraw Consent**
    - Staff and other adults have the right to withhold or withdraw consent if they do not wish to be photographed or filmed, except in cases where recording is conducted for security or administrative purposes (e.g., CCTV and ID cards).

4. **Engagement of Professional Photographers**
    - When engaging a professional photographer, the school must include a confidentiality clause within the agreement or contract. This clause should outline the photographer's responsibilities for handling personal information appropriately and maintaining confidentiality.

Consent Types

The type of consent required from staff and other adults for the collection and use of photographs, films, or other recordings will depend on the intended use:

- **Internal Use**
  If the images or recordings are for internal purposes, such as staff presentations, verbal consent is generally sufficient.
- **External Use**
  For images or recordings intended for external purposes—such as news media, publications, or public websites—written consent is recommended to ensure that staff and other adults are fully informed and agreeable to the distribution of their likeness in public-facing materials.

Related policies

- Intellectual Property and Copyright
- Members of Parliament and Candidates Visiting Schools
- Photographing, Filming and Recording Students
- Privacy and Information Sharing
- School's Privacy Policy

Related legislation

- Copyright Act 1968 (Cth)
- Privacy and Data Protection Act 2014 (Vic)

Ratified at School Council	14 August, 2025
Review Date	Term 4 2026

Jacana School *for* Autism

PHOTOGRAPHING, FILMING AND RECORDING STAFF AND OTHER ADULTS

Consent Form - Adult

Photographing, filming and recording by media and/or other organisations

During the school year there are events where staff and other adults may be photographed, filmed or recorded. Generally, if photographs, films or recordings of staff or other adults are used internally including, but not limited to; a staff presentation, visual representation within a classroom or a display, verbal consent can be given by staff or the adult. On some occasions staff or other adult's photographs may be used for an external purpose including news media or publication on a website, staff and adults are required to provide written consent. This form is to provide the written consent from staff and other adults when photographs, films or recording will be used for external purposes. Staff and other adults have the option to give their written consent or withhold or withdraw consent for their photographs, film, or recordings to be used externally. Consent can be withdrawn in writing by contacting the school principal, but may not apply to materials already published.

Below is a clear description of the event taking place at our school – including:

(a) where, when and why the event is taking place
(b) who will be taking the photographs, film and/or recordings
(c) the activities which participating adults will be involved in and
(d) how photographs, film and/or recordings will be used/published

_____

_____

_____

Consent

I, _____, consent to the organisation(s) who will attend the event described above filming and/or photographing and/or audio recording me during the event.

I understand the organisation(s) may use the photographs, films or recordings without notifying, acknowledging, or compensating me.

I understand that I can only withdraw my consent before the event occurs and I must contact Corinne Pupillo at Jacana School for Autism, phone: 9309 6258 email: Corinne.Pupillo@education.vic.gov.au to do so.

Date: / /

Signature: _____

Name: _____

Contact number: _____

For any questions about this form, please contact the school on 9309 6426

To understand more about privacy, see the Schools' Privacy Policy

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