

# ANNEXURE 7 - PERMISSION TO SHARE PERSONAL INFORMATION (INCLUDING PHOTOS/VIDEOS) FOR PROMOTIONAL AND OTHER PURPOSES

[Note: This form is explained in [Sections 3.10](#) and [9.11](#) of [Part C](#) of this Manual.]

[NAME of SCHOOL]  
PERMISSION TO SHARE PERSONAL INFORMATION  
FOR PROMOTIONAL AND OTHER PURPOSES



Dear Parent/Guardian

Information/news about school achievements, activities, events and excursions (including those outside the school campus) often contains the personal information of students (and other individuals) involved in those activities and events, including photos and videos of students. This information is frequently published in the school's journals, newsletters and magazines, on our [insert name of school app accessible by parents, students and teachers only], [on our closed Facebook page that is only accessible to students and parents], on our intranet or otherwise shared with the School community (current, future and past students, parents and teachers [insert any other members of the School community]). The information may also be used in class activities and teacher development materials.

In this form we seek your consent to make personal information about your child available to the public, including to promote the school. The personal information is limited to your child's name, image, information about your child's participation in school activities and events (including achievements), [insert any other personal information].

**[Insert the following if relevant]** This form also seeks consent for [*insert relevant educational authority, e.g.: [name of system or School]/ Catholic Education Commission [or equivalent in your State or Territory]*] [and the [xx] Diocese (Diocese)] to use photographs/videos of your child (and associated information) in print and online promotional, marketing, media and educational materials.

If you have more than one child at the school, and do not want to fill out a separate form for each, you can list multiple children below.

Thank you for your continued support. Please return this form to [insert].

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STUDENT'S NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

**NOTE: Please tick the boxes below to show your consent. If you do not consent, please leave the box blank.**

- I give my consent to the school using/disclosing my child's personal information (including image) as described above:
  - on the school website

- on school social media channels available to the public (such as Facebook and Twitter)
- in materials published by the school for the purpose of promoting the school (including school events, programs and activities)
- in materials published by third parties (e.g., newspapers) for the purpose of promoting the school (including school events, programs and activities)

[insert any other consents you wish to seek]

- I give my consent to the [system]/[CEC/[equivalent to CEC in your State or Territory]/**Diocese**] using/disclosing my child’s personal information (including image) as described above:
  - in material available free of charge to schools and education departments around Australia for the [system]/[CEC/[equivalent to CEC in your State or Territory]/**Diocese**]’s promotional, marketing, media and educational purposes without acknowledgment, remuneration or compensation.

If you wish to **withdraw any consent** provided above, please email the school at [insert email address.]. Once consent is withdrawn, the school will not make any new publications (as applicable to the withdrawn consent - e.g., new posts to public social media pages) that include the student’s personal information.

Name of Parent / Guardian \_\_\_\_\_

**Signed:** Parent/Guardian \_\_\_\_\_ **Date:** \_\_\_\_\_

**If Student is aged 15+, student must also sign:**  
**Signed:** Student \_\_\_\_\_ **Date:** \_\_\_\_\_