



# Consent Schedule

## for consent to use copyright material, image, recording, name or personal information

### 1 DETAILS

Name of Individual

Address of Individual

Name of organisation, school or TAFE

### 2 PROJECT DETAILS

**Material to be made, used, retained or reproduced:**

Individual's copyright material    Individual's image    Individual's recording    Individual's name

Other personal information: \_\_\_\_\_ [Print]

**Purpose for which the copyright material, image, recording, name or other personal information is required (will it be made, used, retained or reproduced, and will it be distributed, published or communicated to the public, e.g., on the Internet?), and the format in which it will be reproduced (paper, electronic or any other form?):**

Use of the student's image on the school website to promote Caloundra State Primary School to prospective families.

**Timeframe for which the Individual's copyright material, image, recording, name or other personal information is required (is it for one time usage? for what date or dates?):**

The images will remain on the school website for a period of up to 5 years.

**Name of the departmental position/person responsible for the making, usage, storage, reproduction, distribution, publication or communication of the Individual's copyright material, image, recording, name or other personal information:**

Neil Jenkins

**Name to be used in association with the Individual or the Individual's copyright material, image, recording or other personal information:**

Full name    First name only    No name    Other: \_\_\_\_\_ [Print]

### 3 SIGNATURE

**Signature of the Individual** (if over 18 years of age, or under 18 years and capable of understanding and giving this consent)

**Date**

/ /

**Signature of the parent or guardian** (required if the Individual is under 18 years of age)

**Date**

/ /

**Name of signing parent or guardian**

**Address of signing parent or guardian**

### 4 INFORMATION

#### What is this Consent Schedule for?

This Consent Schedule is for a specific use of the Individual's copyright material, image, recording, name or personal information not covered by the purposes outlined in Section 2 of the Consent Form.

This Consent Schedule authorises the Department and the State to use the Individual's copyright material, image, recording, name or other personal information, together with information about the Individual's participation in Departmental and State initiatives for any use in connection with the Department and the State in the same way as in the Consent Form.

**This Consent Schedule does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment.** Further details in relation to this issue are set out in the information section attached to the Consent Form.

#### What happens to this Consent Schedule once it is completed and signed?

This Consent Schedule is retained by the Department. It will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by, in the case of students and volunteers, contacting the Principal of the school, and in the case of employees, sending a request in writing through the District Office.

#### What if I give my consent and later change my mind?

This consent will be in effect for the period described in Section 3 of the Consent Form.

The consent can be modified or withdrawn at any time by writing to the Principal of the school, or, in the case of employees, writing to the District Office. However, any changes will apply only from the date that the Department receives any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State's use is complete or after the contractual obligations come to an end.

#### Privacy

Your consent to the use of the Individual's personal information is required in accordance with the Queensland Government's *Information Standard 42: Information Privacy* and laws including section 426 of the *Education (General Provisions) Act 2006*. These laws and the information privacy principles contained within *Information Standard 42* govern the collection, use, storage, security, and disclosure of personal information (information or an opinion, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion). You may obtain a copy of *Information Standard 42: Information Privacy* from the Principal of the school, from the Department, or from the Queensland Government Chief Information Office (at [http://www.qgcio.qld.gov.au/02\\_infostand/standards.htm](http://www.qgcio.qld.gov.au/02_infostand/standards.htm)). The Department of Education, Training and the Arts Privacy Plan provides detailed information about the types of information collected and its use. If you have any queries about Education Queensland's Privacy Plan and/or our privacy and security practices please forward an email to [InformationPrivacy@deta.qld.gov.au](mailto:InformationPrivacy@deta.qld.gov.au).

**For further information and clarification see Section 8 in the Consent Form to use copyright material, image, recording, name or personal information.**