



“WITHDRAWAL OF PHOTOGRAPH/VIDEO PERMISSION” FORM

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media. These photos may be taken whilst your child is participating in school functions, events or classes and may be included in print or electronic media, newsletters and our webpage. We believe this is the best form of promotion of the College, showing the students in their natural environment.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

Please note: Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

As stated in our Standard Collection Notice, we will use your child’s photograph/video and name for the above purposes, unless we receive specific notification from you withdrawing permission to do so. Please complete this “Withdrawal of Permission” form to indicate that you do not want your child’s image or name used in any College, CEOM or CECV publications, and return the completed form to the College Registrar as soon as possible.

Thank you.

STUDENT’S NAME: _____ **YEAR LEVEL:** _____

- I **do not give** permission for my child’s photograph/video or name to be published in College publications and promotional materials (including but not limited to) :
 - the College newsletter and year book;
 - the College website;
 - advertising and signage;
 - programs for special events, such as “A Night to Shine” and College productions;
 - other marketing and educational materials;
 - newspapers and media; and
 - social media.

- I **do not authorise** the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

- I **do not give** permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

By signing this form, I understand and agree that I have withdrawn consent to my child’s image and name appearing in the publications and materials as indicated above, and if I wish to re-instate my permission and consent, it is my responsibility to notify the school in writing.

Note: if this form is not returned, the College will assume permission has been given to use the student’s image and name in all publications, promotional material, CEOM/CECV materials, websites and social media, newspapers and other media, without seeking further consent.

Name: Parent /Guardian _____ **Signature:** _____

If Student is aged 15+, student must also sign: _____ **Date:** _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).