



July 2023

### **Introduction to the State School Consent Form (attached) for Palm Beach Currumbin SHS**

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

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- 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.

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

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

### **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.





## Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.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 of student 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 child's personal information or student materials subject to your consent.

- School website: <https://pbc-shs.eq.edu.au/>
- Facebook: <https://www.facebook.com/PalmBeachCurrumbinStateHigh>
- YouTube: <https://www.youtube.com/channel/UC8vJKUd7IzDRktSFVqZHBGA>
- Instagram: <https://www.instagram.com/pbcshs/>
- Twitter: NA
- LinkedIn: <https://www.linkedin.com/company/pbcshs>
- Other: NA
- Local newspaper – Gold Coast Bulletin, Courier Mail (including livestreaming of sporting events)
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## Duration

The consent applies for the period of enrolment plus three years beyond, 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 Lucy Johnstone, Admin Officer, 5525 9310, [ljohn573@eq.edu.au](mailto:ljohn573@eq.edu.au) .

The Marketing & Communications Officer, 5525 9312, [marcommsrequests@pbc-shs.eq.edu.au](mailto:marcommsrequests@pbc-shs.eq.edu.au) should be contacted if you have any questions regarding consent.



## State School Consent Form

### 1 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify your student:

- Name  Image/photograph  School name
- Recording (voices and/or video)  Year level

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

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

### 2 APPROVED PURPOSE

If consent is given:

- 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.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - 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.

### 3 TIMEFRAME FOR CONSENT

(a) Timeframe of consent: duration of enrolment plus three years beyond.

Further identified activities not listed in the form and letter for the above timeframe: PBC may continue to use a student's image for generic promotion of the school beyond a student's enrolment up to 3 years. Eg. In PBC advertising and promotion.

### 4 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

*Please email requested limitations to Lucy Johnstone at [ljohn573@eq.edu.au](mailto:ljohn573@eq.edu.au) for inclusion in your student's file.*

### 5 CONSENT AND AGREEMENT

#### CONSENT AND AGREEMENT

By giving consent you acknowledge that you have read the explanatory letter, or it has been read to you. You have had the opportunity to ask questions about it and any questions that you have asked have been answered to your satisfaction. By signing, you consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 1 for the purposes detailed in section 2.

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