

Privacy Consent Form for Career Education Association of Victoria and Department of Education 'Exploring Work Futures through VET Program', June 2017

The purpose of this form is to provide you as the parent, guardian or carer of the below named student with information to decide whether to consent to photographic images (moving and still) and audio (recordings) being taken of the Student. These Images will be taken by the Career Education Association of Victoria (CEAV) during the 'Exploring Work Futures through VET program'.

Exploring Work Futures through VET is a program of career education activities for students in Years 9 and 10 in Victorian government schools which aims to raise student's awareness of the education, training and employment pathways provided through VET. This program is funded by the Victorian Department of Education and Training (the Department) and is being delivered by the CEAV.

Photographic images and audio will be collated and stored into a library by the CEAV, and may be later selected for use in marketing and communication materials to promote CEAV and the Department initiatives and programs:

- to CEAV staff and members
- to Department staff
- to teachers, parents, guardians or carers of children and students of schools and Department funded services and to the Victorian community;
- to the Victorian education network and training, including non-Government schools, kindergartens and Victorian Government agencies; and
- within Australia and overseas.

These marketing and communication materials include exhibitions and trade show displays, printed collateral, outdoor advertising campaigns and website and e-marketing promotions.

Such initiatives may involve the disclosure of the photographic images and audio to the contract service providers, media outlets and other Victorian Government agencies, and community partners to produce, publish and distribute materials containing the photographic images and audio.

Please read each part of this form carefully. If you do not understand any part of this form or wish to seek clarification about the photographic images and audio, please email to the Department's Careers and Pathways Unit youth.transitions@edumail.vic.gov.au or the CEAV amcculloch@ceav.vic.edu.au.

Privacy Protection

The CEAV and the Department values the privacy of every individual and are committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the *Privacy and Data Protection Act 2014* (Vic). This law sets out what we must do when the Department and the CEAV collects, uses, handles and destroys personal information.

Personal information includes images which are capable of identifying an individual, such as photographic images and audio.

Consent to the use of the personal information and photographic images and audio will expire within 2 years from the date of your consent provided in this Privacy Consent Form. Disclosure or use will not otherwise occur unless permitted by law. The CEAV will protect your information from unauthorised access, loss and other misuse by allowing only restricted access to authorised personnel to your information.

Access to Images and withdrawal of consent

You can access and/or withdraw personal information held by the CEAV and the Department by written request in accordance with CEAV privacy policy located at: <http://www.ceav.vic.edu.au/privacy-policy/> and the Department's Information Privacy Policy located at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

You may request access to the photographic images and audio or request for your consent to be withdrawn by emailing either the CEAV at amcculloch@ceav.vic.edu.au or the Department's Careers and Pathways Unit at youth.transitions@edumail.vic.gov.au.

Withdrawing consent means that the photographic images and audio will not be used or disclosed as described above. However, withdrawal of this authorisation may not be possible where photographic images and audio have been re-used or are in the public domain.

Your Authority and Consent

I the undersigned:

- have received and read this Privacy Consent Form;
- acknowledge the purposes of the collection, and consent to the use, disclosure and storage of photographic images and audio stated above and confirm that consent for the use, and disclosure and storage of the photographic images and audio may be withdrawn at any time;
- authorise the use and reproduction of the photographic images and audio;
- understand that the photographic images and audio may be used and reproduced without further notice, acknowledgment, remuneration or compensation to me or the Student;
- understand that I may withdraw my authorisation for the use and reproduction of the photographic images and audio at any time, but that the withdrawal of this authorisation may not be possible in relation to photographic images and audio that have been published in the public domain or in relation to group photos.

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| Date of Exploring Work Futures through VET program | Date: | Location: |
| | | |
| Name of School | | |
| Name of Student | | |
| Student Signature (optional) | | |
| Date | ___ / ___ / _____ | |
| Name of parent/guardian/carer | | |
| Relationship to Student | | |
| Signature of Person providing consent | | |
| Date | ___ / ___ / _____ | |
| If the Student is signing this form without consent from another person they must be over eighteen years of age or are classified as a mature minor in accordance with Department policy. | | |