



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

**Personal Information and Photograph Release Policy
May 2017**

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES10
Related Policies	Data and Information Management Policy Medication and First Aid Policy Enrolment Procedures
Version	1
Created by	Policy Officer - Kate Quane
Reviewed by	Executive Officer – Darryl Buchanan
Applies to	Ethnic Schools South Australia
Key Words	Media release; use of photographs; consent; social media; privacy.
Status	Approved
Approved By Executive	ESASA Executive Committee
Approval Date	29 th May 2017
Review Date	April 2018

Table 2: Revision Record

Date	Version	Revision Description
March 2017	1	New policy developed



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Contents

Personal Information and Photograph Release Policy.....	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record.....	1
Introduction.....	3
Policy.....	3
Photographs.....	3
Social Media.....	4
Internal Use of Photographs.....	4
Privacy of Students.....	4
Responsibilities.....	4



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

Hungarian Community School, Adelaide Inc. communicates with teachers, students, parents, carers and the wider community on a regular basis. This communication may include updates of school events, student achievement and procedures of Hungarian Community School, Adelaide Inc. and may include students full name, given name, surname, age, grade level, activities that students have participated in and be accompanied by a photograph of students. Photographs of students may also be used to identify students, show progress of student learning and enhance the educational program at Hungarian Community School, Adelaide Inc.

Policy

There are times when students may be photographed or filmed, such as special school events, newspaper articles or television, social media to promote the school's educational programs. To ensure the collection and use of photographs of students is controlled and individual privacy is maintained Hungarian Community School, Adelaide Inc. will obtain consent prior to publishing any photograph in the public domain. The school may also disseminate personal information about students including student name, grade level, age and participation in school based activities.

On the annual student enrolment form, the following permission is sought from parents and carers:

Photographs

There are times when children may be photographed or filmed: e.g. special events, newspaper articles, television news items.

I give permission for my child to be filmed or photographed and for photos to be used for non-profit promotional purposes

Yes No

I consent to my child's name as indicated below in the school newsletter/website for an undefined period of time

Yes No

Surname Given Name(s)

Parent/Caregiver Signature: _____ **Date:** _____

Parent/Caregiver Name: _____



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Social Media

Hungarian Community School, Adelaide Inc. acknowledges that social media is commonly used to communicate with members of the school community. Hungarian Community School, Adelaide Inc. does have a Facebook Page. Hungarian Community School, Adelaide Inc. does not endorse the posting of photographs of students. Approval from the Principal is required prior to posting any photographs on Facebook or any other social media platform.

Internal Use of Photographs

Staff may take photographs of students' work which may include the student in the photograph. These photographs may be used within the class, be used for classroom displays or in a students' portfolio of work. Staff will only use these photographs for the intended use and return to the Principal. The Principal will then inform the relevant teacher(s).

Privacy of Students

Hungarian Community School, Adelaide Inc. respect the privacy of students and acknowledges that family circumstances change over time. If the consent given at the start of a school year needs to be redacted, parent and carers are required to complete page 3 of the enrolment form with the updated consent.

A Privacy Disclaimer is on the bottom of all forms that contain personal or sensitive information and indicates how the information that is being collected will be used.

Responsibilities

It is the responsibility of Principal to:

- Create an annual list of students' names that have parental permission to use photographs and personal information that could be used for school promotion
- Ensure that all sections of the student enrolment form is completed
- Provide parents who wish to redact their consent with page 3 of the student enrolment form
- Update the list of students' name that have parental permission to use photographs and personal information when a parent withdraws consent.