



## PHOTO/VIDEO POLICY

MBMC will follow the following guidelines

- Obtain consent from the parent or guardian before using the images of the students.
- Ensure parents and legal guardians of all registered children of our children's Programs have completed **Annual Consent Form** for photographing and filming children in MBMC programs.
- Inform parents if MBMC wants to film children or the group for analytical purposes.
- Make sure professional photographers are aware that any images taken will remain the property of MBMC and cannot be used or sold for other purposes. Any negatives and memory card/USB must also be handed over to MBMC.
- Do not allow photographers to be unsupervised or with individual access to children.
- Only use images of children that are relevant to MBMC activities. Particular care needs to be taken when using images of children for MBMC activities that involve minimal clothing.
- Be mindful of identifying personal information accompanying photographs, such as the child's name, address or telephone number.
- Be mindful of listing children's hobbies, likes or dislikes, school etc. when using images because these can be used as grooming tools.
- Be mindful of privacy settings on websites when producing images online.
- Provide details for parents or other persons on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.
- Obtain "Non-Exclusive Use" Permission from those involved in livestreaming events.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:.....7 April 2021



## **Photographing and Filming Students Annual Consent Form and Collection Notice**

During the Children's Programs conducted by MBMC there are many occasions and events where staff may photograph, film or record our children participating in Dhamma program and other special events. We do this mainly to promote children's participation in the Dhamma programs, showcase particular learning programs etc, communicate with our parents and school community in newsletters and on classroom blogs/apps including Facebook, secured viber and whatsapp groups and official YouTube channels.

This notice applies to photographs, video or recordings of children that are collected, used and disclosed by the MBMC. We ask that any parents/carers or other members of MBMC community, photographing, filming or recording children at program events such as classroom learning-formal and informal, ceremonies and celebrations, presentations and dhamma sermons, community work to do so in a respectful and safe manner, and that any photos, video or recordings ("images" of children are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact MBMC on 03 9736 3937.

### **Use or disclosure within the MBMC**

- Photographs, video or recordings of children of your child may be used by MBMC within the community and in MBMC communication such as emails and classroom blogs and Viber and WhatsApp groups which is **ONLY ACCESSIBLE BY STAFF AND PARENTS** via passwords or through approval by MBMC for such groups after verifying identity and for display in classrooms and on noticeboards within the MBMC premises.

### **Use or disclosure in publications/locations that are publicly accessible**

- Photographs, video or recordings of children may also be used in publications that are accessible to the public including on the MBMC website or on any of the Mahamevnawa official websites local or overseas, on any of the Mahamevnawa official Facebook accounts local or overseas, any of the Mahamevnawa official YouTube channels and Shradha media network television channels, Facebook and YouTube channels.

Your child may be identified by first name only in these images (or not named at all).

***Further information is available in the Mahamevnawa Melbourne Photographing and Video Policy.***

### **Privacy**

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. MBMC values the privacy of every person and must comply with the *Privacy and Data*

*protection Act 2014 (Vic)* when collecting and managing all personal information.

### **Ownership and Reproduction**

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Copyright in the images will be wholly owned by the MBMC. This means that the MBMC may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

### **Opt Out**

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MBMC understands that parents and carers have the right to withhold permission for MBMC to use photographs, video or recordings of your child (apart from circumstances where MBMC is not required to seek consent – see *our Photographing/Video Policy*).

**Please complete the form below** and return it to your child's classroom teacher. Please note that it may not be possible for the MBMC to amend past publications or to withdraw images that are already in the public domain.



## Photographing and Filming Students Consent Form

I have read the Photo Video Policy and I **CONSENT** to the MBMC using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the community of MBMC or in publications/locations that are publicly accessible as described above**

I have read this form and I **DO NOT CONSENT** to the MBMC using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the community of MBMC or in publications/locations that are publicly accessible as described above**

*Note:*

- If you wish to change your consent, please contact the Secretary of the MBMC immediately.*
- It may not be possible for MBMC to amend past publications or to withdraw images that are already in the public domain.*

<b>Name of the child</b>	
<b>Grade/Level</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____