



Use of Photographs, Videos and Social Media
Letter of Acknowledgement and Understanding

We believe your child's privacy is important. The purpose of this letter is to provide policy guidelines regarding the use of photographs, video and social media at St Paul's Anglican Kindergarten by parents and guardians.

St Paul's Anglican Kindergarten is committed to:

- Ensuring compliance with privacy legislation
- Responsible and secure collection and handling of personal information, including photographs and videos ("images")
- Protecting the privacy of each individual and child
- Respecting the parents/guardians right to control how and for what purpose their child's personal information, including images, are used.

Images taken by parents/guardians:

- Parents/guardians may take images of their own child. These should only include other children in the group, when taken at special service events.
- Special service events include birthdays, excursions, incursions, Mother's Day and Father's Day celebrations, Grandparents Day, Christmas concert, Little Day Out and other activities at the discretion of the Director.

Use of images:

- Parents/guardians must ensure that where photographs and videos include other children at the service that they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.
- Parents/guardians must ensure that they do not distribute or publish photographs/videos in any form (eg email, text, social media) or utilise images of other children when using social media unless provided with specific permission to do so by the other child's parents/guardians.

Responsibility:

- Parents should note that while the Kindergarten can control the use and disposal of photographs/videos that the Kindergarten itself organises, the Kindergarten, the staff and the Committee of Management have no control over the use of images taken by parents/guardians of children attending.
- Parents and guardians have an important role in ensuring privacy is protected and, in addition to the above, are responsible for informing other family members, friends and visitors attending the Kindergarten service of these policy guidelines.

A complete copy of the St Paul's Anglican Kindergarten *Privacy and Confidentiality Policy* is available on the Kindergarten website.

The Committee of Management, staff and families of St Paul's Anglican Kindergarten appreciate your cooperation. If you have any questions, please call Toulou on 9830 1117.

Regards

Toulou Kladouhos, Director
and the Committee of Management



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ACKNOWLEDGEMENT FORM

I, _____ have read and understand the above policy guidelines on the use of photographs, videos and social media by parents and guardians.

I understand that:

- I am not permitted to take photographs or video recordings of other people's children unless at special service events.
- Photographs and video are for parents and guardians own personal use and are not to be distributed or published (in print, online or social media) as some parents may not have consented.
- St Paul's Anglican Kindergarten, the staff and the Committee of Management are not liable for the use of images taken by parents, guardians and other family members attending the service.
- I am responsible for ensuring other family members, friends and other visitors I bring to the service are informed and have full understanding of the above policy guidelines.

Signature: _____

Date: _____

Child's name/s: _____