



Policy Name	Photographs in School Related Publications and Websites Policy
Related Policies and Legislation	Privacy Amendment (Private Sector) Act 2000
Policy Category	Communication
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	16 June 2011 19 May 2015 – Re-Formatted 10 June 2015 – Revised 15 February 2018
Date Set for Review	February 2021
Person/s Responsible for Review	Treetops Administration

Photographs in School Related Publications and Websites Policy

(As per Privacy Amendment (Private Sector) Act 2000)

1. The school will obtain explicit written permission from parents to use photographs in all school related publications, in print form and in any electronic publishing on the internet.
2. Such permission will be sought annually through a pro forma which requires parents to make a clear statement of their wishes.
3. Matters that need to be considered when publishing photographs which illustrate an article are:
 - The nature of the photograph
 - The age of the students in the photograph.
 - Whether there are reasons, linked to a student’s circumstances, which mean they should not be identified.