



<b>Policy Name</b>	<b>Photographs in School Related Publications and Websites Policy</b>
<b>Related Policies and Legislation</b>	Privacy Amendment (Private Sector) Act 2000
<b>Policy Category</b>	Communication
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	16 June 2011 19 May 2015 – Re-Formatted 10 June 2015 – Revised 15 February 2018 <b>11 May 2023</b>
<b>Date Set for Review</b>	<b>May 2028</b>
<b>Person/s Responsible for Review</b>	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.