



# Image Release Form

C/2.2.1.2

## EXPLANATORY DOCUMENT

### What images do we collect and how do we use them?

This document is to inform you about how we will use your child/ren’s personal information and materials (eg craft activities) created by your child/ren either as an individual or as part of a group.

Examples of personal information and material which may be recorded and collected (subject to consent):

- Details including name of the child and congregation or activity attended by the child
- Any photograph, image, audio recording, voice recording, moving image or likeness of the child.

Your child’s materials:

- Craft or art activities or materials created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation of the material or activity
- may represent Indigenous knowledge or culture

The personal information, images and materials will be used and disclosed for the following purposes (the purposes):

- In printed, digital and online promotional or information materials produced by or for the <insert congregation name>
- In worship and materials prepared by or for the <insert congregation name>
- On the <insert congregation name> social media platforms
- As otherwise permitted or required by law.

The <insert congregation name> will not disclose personal or identifying details of the child or parent/guardian to any other person, body or organisation unless:

- The parent/guardian gives us permission
- It is authorised or required by law.

## Glossary of Terms

Term	Definition
<b>Traditional Media</b>	Any form of mass communication available before the advent of digital media. This includes television, radio, newspapers, books, and magazines. Media that does not make use of the Internet, such as television, radio, or print. For example, Photographs from a camera, video recording by use of camera equipment, broadcasts, sound recordings, films including cinematographic films, video recordings, DVDs.
<b>Online Media</b>	Communication technologies that use the Internet or the World Wide Web to present or exchange information. Online services such as websites, web applications, and mobile applications. For example, online collaboration and communication tools, web-based publishing and design tools.
<b>Personal Information</b>	The information released depends upon consent, but may include all or some of the following: First Name, Age, Suburb or Town
<b>Digital Platforms</b>	Digital media is defined by platforms, such as Google, Facebook or Amazon. Digital media includes digital video,

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	imagery, games, web pages, social media, databases, mp3s and audio.
<b>Social Media</b>	Websites and applications that enable users to create and share content or to participate in social networking. For example, Facebook.
<b>Promotional Materials</b>	Promotional Materials means all written, printed, graphic, electronic, audio or video presentations of information, including journal advertisements, sales visual aids, formulary binders, reprints, direct mail, direct-to-consumer advertising, disease awareness materials, internet postings, broadcast advertisements used by the congregation to promote the congregation in the community or online.
<b>Likeness</b>	A visual representation of something, such as: <ul style="list-style-type: none"> <li>• a likeness of an object produced on a photographic material.</li> <li>• a picture produced on an electronic display (such as a television or computer screen)</li> </ul>
<b>Image</b>	A portrait or representation of a person
<b>Photograph</b>	A picture made using a camera, in which an image is focused on to light-sensitive material and then made visible and permanent by chemical treatment or stored digitally.

### Purpose of the consent

Many church worship services and activities are now made available online, including via live streaming. It is the church's usual practice to take photographs or record images of children, young people and families and occasionally to publish limited personal information and children's materials for the purpose of celebrating achievements, special celebrations, and promoting the <insert congregation name>.

To achieve this, the <insert congregation name> may use newsletters, its website, traditional media, social media or live streaming.

This Consent Form may, at your discretion, provide consent for personal information and a license for your child/ren's materials to be published online or in other public forums. It also allows your child's personal information and materials to be presented in part or alongside other children's achievements.

The <insert congregation name> needs to receive consent in writing before it uses or discloses your child's personal information or materials in a public forum. The attached form is a record of the consent provided.

### Voluntary Consent

All children will continue to be welcomed and encouraged to participate in all children's activities and programs regardless of whether consent is given or not. There will not be any negative repercussions for not completing the Consent Form or for giving limited consent.

### Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent, please notify the <insert congregation name> in writing (by email or letter). The <insert congregation name> will confirm the receipt of your request via email if you provide an email address.

If in doubt, the <insert congregation name> may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the <insert congregation name> satisfaction.

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Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of children's materials) once published by consent, to be deleted or restricted from use. Please discuss this further with the **<insert congregation name>** if you have any concerns.

### Media sources used

Following is a list of online and social media websites and traditional media sources where the **<insert congregation name>** may publish your child's personal information or your child's craft/ activity or materials subject to your consent.

- Church website: **[insert url]**
- Facebook: **[insert url]**
- YouTube: **[insert url]**
- Instagram: **[insert url]**
- Twitter: **[insert url]**
- LinkedIn: **[insert url]**
- Other: **[insert url/application name]**
- Local newspaper
- church newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

### Duration

The consent applies until the child/ren turns 18, or consent is withdrawn or limited.

### Who to contact?

To return a consent, express a limited consent or withdraw consent please contact **[insert contact name, role, phone number and email address]**.

**[Insert name]** should be contacted if you have any questions regarding consent.



### Consent Form for Image Release

**Parent/carer to complete**

*(must be completed for each child under the age of 18)*

**Note that High school aged students may also read this document and sign below giving their consent additional to the parent/ guardian’s consent**

Full name of child (“identified child”): .....

Date of birth: .....

Name of congregation: .....

**Personal information covered by this consent form**

Personal information that may identify the child:

- Name
- Image/ photograph
- Church Name

Materials:

- Sound recording
- Artistic work
- Written work
- Video or image

**Limitation of consent**

The identified child and/ or parent wishes to limit consent in the following way:

**CONSENTER – I am (tick the applicable box):**

- the parent/carer of the identified child
- the identified child (if the child is high school aged, consent may be required from the child also)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the Explanatory Document, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked, have been answered to my satisfaction. By signing below, I consent to the church recording, using and/or disclosing (publishing) the personal information, image and materials identified, for the purposes detailed in this document.

Print name of child .....

Print name of consenter .....

Signature or mark of consenter .....

Date .....

Signature or mark of child (if applicable) .....

Date .....

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**SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or child; the section below must be completed.

**WITNESS – for consent where the Explanatory Document and Image Release Consent Form were read**

I have witnessed the accurate reading of the explanatory document and the Image Release Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

**Statement by the person taking consent – when the Explanatory Document and Image Release Form is read**

I have accurately read out the explanatory letter and Image Release Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

- 1. the identified materials will be used in accordance with the Image Release Consent Form
- 2. reference to the identified child will be in the manner detailed in the Image Release Form
- 3. in accordance with procedures the church will cease using the images and identified materials from the date church receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the Explanatory Document and Image Release Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the Explanatory Document has been provided to the consenter.

Print name a of person taking the consent .....

Print role of person taking the consent .....

Signature of person taking consent .....

Date .....



## Revisions

Document number		C/2.2.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		30.07.2027			