

## for consent to use copyright material, image, recording or name

Uncontrolled copy. Refer to LGS-PR-001: Consent to use Copyright Material, Image, Recording Or Name  
<http://education.qld.gov.au/strategic/epr/legal/lgspr001>

<b>1</b>	<b>DETAILS</b>	
	<b>Name of Individual</b>	<b>Address of Individual</b>
<b>Name of school</b>		
<b>2</b>	<b>PROJECT DETAILS</b>	
<b>Describe what is to be made, used, retained or reproduced?</b>		
<input type="checkbox"/> Individual's copyright material <input type="checkbox"/> Individual's image <input type="checkbox"/> Individual's recording <input type="checkbox"/> Individual's name		
<b>Describe the purpose for which the copyright material, image, recording or name is required. Will it be made, used, retained or reproduced, and will it be distributed, published or communicated to the public (eg. on the Internet)? Will the use be in paper, electronic or any other form?</b>		
<b>Describe the timeframe for which the Individual's copyright material, image, recording or name is required. Is it for one time usage? For what date or dates?</b>		
<b>What is the name of the departmental position/person responsible for the making, usage, storage or reproduction of the Individual's copyright material, image, recording or name?</b>		
<b>What name should be used in association with the Individual or the Individual's copyright material, image, or recording?</b>		
<input type="checkbox"/> Full name <input type="checkbox"/> First name only <input type="checkbox"/> No name <input type="checkbox"/> Other: _____ [Print]		
<b>3</b>	<b>SIGNATURE</b>	
<b>Signature of the Individual</b>	<b>Date</b>	
	/ /	
<b>Signature of the parent or guardian (if the Individual is under 18 years)</b>	<b>Date</b>	
	/ /	
<b>Name of signing parent or guardian</b>	<b>Address of signing parent or guardian</b>	

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### 4 INFORMATION

#### What is this Consent Schedule for?

This Consent Schedule is for a specific use of the Individual's copyright material, image, recording and name not covered by the purposes outlined in Section 2 of the Consent Form.

This Consent Schedule authorises the Department and the State to use the Individual's copyright material, image, recording and name, together with information about the Individual's participation in Departmental and State initiatives for any use in connection with the Department and the State in the same way as in the Consent Form.

**This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment.** Further details in relation to this issue are set out in the information section attached to the Consent Form.

#### What happens to this Consent Schedule once it is completed and signed?

This Consent Schedule is retained by the Department. It will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by, in the case of students and volunteers, contacting the Principal of the school, and in the case of employees, sending a request in writing through the District Office.

#### What if I give my consent and later change my mind?

This Consent will be in effect for the period described in Section 3 of the Consent Form.

The consent can be modified or withdrawn at any time by writing to the Principal of the school, and in the case of employees, writing to the District Office. However, any changes will apply only from the date that the Department receives of any consent withdrawal. Any existing material will not be withdrawn from use if the Department or the State is currently using the material or where the Department or the State has entered into contractual obligations in relation to this material. In such cases the withdrawal will be effective after the Department or the State's use is complete or after the contractual obligations come to an end.

#### Privacy

Your consent to the use of the Individual's personal information (their image, recording or name) is required in accordance with the Queensland Government's Information Standard 42: Information Privacy. The information privacy principles contained within this Standard govern the collection, use, storage, security, and disclosure of personal information. You may obtain a copy of Information Standard 42: Information Privacy by contacting the Principal of the school, from the Department, or from the Office of Government ICT (at [www.governmentict.qld.gov.au](http://www.governmentict.qld.gov.au)). The Department of Education and the Arts Privacy Plan provides detailed information about the types of information collected and its use. If you have any queries about Education Queensland's Privacy Plan and/or our privacy and security practices please forward an email to [InformationPrivacy@qed.qld.gov.au](mailto:InformationPrivacy@qed.qld.gov.au).

**For further information and clarification see Section 8 in the Consent Form to use copyright material, image, recording or name.**