Clifton Hill Primary School Council, principal and staff are required by law to protect the personal privacy of its staff and students. The Victorian privacy laws, the Information Privacy Act 2000 provide for the protection of personal information. The privacy laws do not replace any existing obligations Clifton Hill Primary School has under other laws. Essentially, this policy will apply when other laws do not regulate the use of cameras.

DEFINITIONS

Camera means a device that is able to record an image of an individual whose identity is apparent. For example, this includes all digital and film cameras, phone cameras and video cameras.

Parent includes a biological parent, a step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

Public is considered to be outside the school environment, such as media print publications, and CD-ROMS.

IMPLEMENTATION

Clifton Hill Primary School has a duty of care towards its staff and students. To meet this duty of care it is necessary to ensure that:

- At the beginning of each school year, parental permission is sought to enable photographs to be used within the school context (eg display boards outside classrooms, school newsletters, website articles)
- If that photograph is to be used in public, written permission for such use must be gained from their parent/legal guardian if the child is a minor, or from the subject of the photograph themselves if they are no longer a minor
- That phone cameras are banned from student use during school hours
• In special situations, eg camps, excursions, out of school activities students may be permitted to bring a camera to these activities. The equipment list for such activities will list cameras as permitted items.

• The school will take no responsibility for cameras brought to school activities by students.

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