

01/03/ 2024

Dear Parent/Carer/Individual

**Introduction to the Project Consent Form (attached) for the Aboriginal and Torres Strait Islander Art Project: People, Culture & Country - 2024.**

This letter is to inform you about how the Department of Education (department) will use, record and disclose your or your child's personal information and material. It outlines:

- what information we record; and
- where and how we will use the materials.

Examples of personal information, which may be used and disclosed (subject to consent), include part of a person's name, image/photograph, voice/video recording or year level.

Materials that are created by you or your child, whether as an individual or part of a team, may be replicated in full or modified for purpose. This includes copyright material, including written, artistic or musical works, video or sound recording created in connection with the project.

Personal information may include identifying each person who contributed to the creation. The material and personal information may also represent Indigenous knowledge or culture.

**Purpose of the consent**

This Project Consent Form relates to the Aboriginal and Torres Strait Islander Art Project: People, Culture & Country - 2024.

The project aims to improve engagement and retention rates of Aboriginal and Torres Strait Islander students through art making and connection to Culture and Country.

It is the department's usual practice to take photographs or record images and occasionally to publish limited personal information and materials for the purpose of promoting Queensland education.

To achieve this purpose the department may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below. The department may also use images on a range of materials including (but not limited to) advertising, marketing materials, presentations and publications.

Because of this, the Project Consent Form provides consent for personal information and a licence for materials to be published online or in other public forums.

The department holds images in its Digital Asset Management Library and these may be used by the Queensland Government to promote a range of initiatives.

The department needs to receive consent in writing before it uses or discloses an individual's personal information or materials in a public forum. The attached form is a record of the consent provided.

## **Voluntary**

It is your choice whether to give consent.

## **Consent may be withdrawn**

Consent may be withdrawn at any time by you.

If you wish to withdraw consent please notify the departmental contact in writing (whether by email or letter). The department will confirm the receipt of your request if you provide an address.

The department will endeavour to take down content that is in its direct control; however, published information and materials cannot be deleted and the department is under no obligation to communicate changes to consent with other entities/ third parties.

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 and materials), to be deleted or restricted from use once published.

## **Media sources used**

Images and materials will be published on a range of social media, websites and traditional media sources subject to your consent. Please see the following webpage for a full list of sources where the project may be published.

<https://heatleysc.eq.edu.au/our-community/community-partnerships/people-culture-and-country-2024-media-channels>

## **Duration**

The consent is ongoing unless you decide to withdraw your consent.

## **Who to contact**

If you have any questions or wish to withdraw consent please contact the Project Manager: Christina Papadimitriou - [cpapa10@eq.edu.au](mailto:cpapa10@eq.edu.au) .

Please retain this letter for your records and return the signed consent form.

Christina Papadimitriou

Project Manager - People, Culture & Country Project

E: [cpapa10@eq.edu.au](mailto:cpapa10@eq.edu.au)

# Project Consent Form

 Aboriginal and Torres Strait Islander Art Project: People, Culture & Country - 2024

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES (including individuals)

Parent/carer to complete for students under 18. Independent students may complete on their own behalf and if under 18 a witness is required. Otherwise, the consentor is to complete.

Full name: .....

Date of birth: .....

## 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

No name  First Name  Full Name

▶ Image/photograph ▶ School Name ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

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

▶ Software ▶ Music score ▶ Dramatic work

## 3 APPROVED PURPOSE AND TIMELINE FOR CONSENT

If consent is given in section 4 of the form below:

- The personal information and materials (as detailed in section 2) will be recorded, used and/or disclosed (published) by the school, Department of Education (DoE) and the Queensland Government for the following purposes (the approved purpose):
  - any activities engaged in during the course of the project, as described in the attached letter, or purposes of public relations, promotion, advertising, recruitment advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities.
- The personal information and materials (as detailed in section 2) will be disclosed (published) for the approved purpose via social media, online or in printed or other forms of media as set out at <https://heatleysc.eq.edu.au/our-community/community-partnerships/people-culture-and-country-2024-media-channels> including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials; and transfer of the personal information outside of Australia in the course of the operation of the website.

**Consent is ongoing unless it is withdrawn as outlined in the attached letter.**

## 4 CONSENT AND AGREEMENT *To record the consent please sign the top of the following page*

### ▶ CONSENTER – for the person giving consent

I am (tick as applies):

parent/carer of the identified person in section 1

the identified person in section 1 (if an individual, independent student, teacher or volunteer)

recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, 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 DoE recording, using and/ or disclosing (publishing) the personal information and materials identified in section 2 for the approved purpose as detailed in section 3.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Project Consent Form is a legally binding and enforceable agreement between the consentor, the department and the State. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person, in section 1 as an author or performer of the licensed, materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.



# Project Consent Form

Aboriginal and Torres Strait Islander Art Project: People, Culture & Country - 2024

Print name of student .....

Print name of individual/consenter .....

Signature or mark of individual/consenter .....

Date .....

Signature or mark of student (if an independent student).....

Date .....

### SPECIAL CIRCUMSTANCES

In many circumstances only the above signatures are necessary. However there may be special circumstances that could apply. Examples include where the form is required to be read out (whether in English or in an alternative language or dialect). Another occasion may be where the consenter is an independent student and under 18.

#### ► WITNESS – for consent from an independent student or where the explanatory letter and Project Consent Form were read.

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the Project 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 it is read

I have accurately read out the explanatory letter and Project 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 Project Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and Project 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 letter has been provided to the consenter.

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

Signature of person taking the consent .....

Date .....

### Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the individual's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form and may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please use the contact details identified in the Introduction to the Project Consent Form.

## Consent Form – 41B Publication of Photography (Adults / Children)

(I agree / I agree for my child) to be photographed (including videography) and for (my / my child's) artwork to be photographed (including videography) at Umbrella Studio Contemporary Arts (Umbrella) and by Umbrella staff and artists. I consent for these photographs and videos, along with any other supplied photographs and videos of (myself / my child) to be published for an indefinite time period in many places, including but not limited to:

- Umbrella's eNewsletter and website
- Umbrella's social media pages (including Facebook and Instagram)
- Umbrella publications such as annual reports or catalogues
- Umbrella marketing materials such as invitations, brochures, flyers, calendars
- Articles and advertisements
- Television and video media footage
- Umbrella videos, which may also be distributed through the above locations

(I / my) child will retain the copyright to my artwork, but I allow Umbrella to reproduce photographs / videos of (my / my child's) work, including those places listed above. I understand that I retain the right to access digital copies of the photographs taken by Umbrella if I so wish by contacting [admin@umbrella.org.au](mailto:admin@umbrella.org.au)

Where photographs or videos of (my / my child's) image or artwork are used, general wording will describe (me / my child) and / or (my / my child's) artwork, and Umbrella will endeavour to credit (my / my child's) work whenever possible and appropriate.

For example 'Artwork title by Example State School student, 2024' or 'Example State School students working on their artworks for the Example Program, 2024'. (I / my child) will **not** be named specifically in relation to (my / my child's) image or artwork **unless** I note this request here by ticking the box below:

I give permission for (my / my child's) name to be used in relation to (my / my child's) image or artwork.

I also understand that if, after a period of time, I wish to retract **future** use of (my / my child's) image or artwork, I may do so by writing, signing and dating a separate letter to the Umbrella Studio Director requesting this: [director@umbrella.org.au](mailto:director@umbrella.org.au).

Adult / Child's full name	
Adult / Child's signature	
Parent / Guardian's full name (required if the student is under 18 years old)	
Parent / Guardian's signature (required if the student is under 18 years old)	
Date	

# Townsville City Galleries

## Child - Image Consent & Release Form



Unless otherwise specified below, I agree to Townsville City Council through Townsville City Galleries, and any of its employees, officers, agents and contractors ("the Council") using, or making images or recordings, whether sound, digital or otherwise, of me, and (if applicable) the subjects defined below ("Images and Recordings"); and

- using, publishing or reproducing the images and recordings in any form (in whole or in part) and by any medium, including but not limited to third party websites and social media websites which may be hosted overseas, newspapers, magazines, brochures, television advertisements, promotional videos, newsletters, websites (including, [www.facebook.com/TownsvilleCityGalleries](http://www.facebook.com/TownsvilleCityGalleries), [www.instagram.com/townsvillecitygalleries](http://www.instagram.com/townsvillecitygalleries), and [www.townsville.qld.gov.au/facilities-and-recreation/theatres-and-galleries/perc-tucker-regional-gallery](http://www.townsville.qld.gov.au/facilities-and-recreation/theatres-and-galleries/perc-tucker-regional-gallery)), CD-ROM or other multi-media, for public relations, promotions, commercial and advertising purposes ("Promotional Materials"); and
- retaining or storing the Images and Recordings (including those incorporated into Promotional Materials), in hard copy or digitally, including but not limited to, deposit of the Images and Recordings into a Council image library.

I agree that the rights granted to the Council under this part of this Image Consent & Release Form are perpetual and that I will not receive any payment, royalty or other consideration (whether monetary or otherwise) from the Council in connection with the making, use or storage of the Images and Recordings.

I agree to the Council collecting, storing, handling, accessing, managing, transferring, using and disclosing personal information about me, and (if applicable) the subjects in connection with the Images and Recordings or the Promotional Materials.

With respect to disclosing personal information, and to avoid doubt, you may opt out of your name being disclosed. Council will limit any such disclosure to sharing an image on social media, Galleries e-news, Galleries website, or exhibition collateral (posters, flyers, invites, calendars) without sharing your name, instead referring to the *People, Culture & Country* Project, name of artworks and name of school and year group.

I acknowledge and agree that any Promotional Materials which refer to me and (if applicable) the subjects, expressly or by implication, are, at the date of publication, made in good faith and are not intended to defame or offend me or (if applicable) the subjects or bring me or (if applicable) the subjects into disrepute.

For the purposes of the *People, Culture & Country* Project, intellectual property rights in the Images and Recordings whether physical or otherwise are owned by the State of Queensland acting through the Department of Education and represented by Heatley Secondary College and licensed to Council.



# Townsville City Galleries

## Child - Image Consent & Release Form



Parent/Guardian's name: .....

Do you wish to identify as Aboriginal  Torres Strait Islander  other cultural group   
(if other cultural group please specify): .....

Email: ..... Phone: .....

Address: ..... Suburb: .....

For parents/legal guardians of children or those with authorised substituted decision-making responsibility (if applicable)

I declare that I am the parent/legal guardian of the following child or children or holder of authorised substituted decision-making responsibility for the following person/s (collectively defined in this Image Consent & Release Form as "the subjects"):

Child's Name(s): ..... Child's Age(s): .....

Child's School: .....

- I do not allow my name/the subjects' names to be used in association with the Images and Recordings
- Image and Recording use is subject to the following cultural considerations (please specify):  
.....

- Image use is subject to other restrictions (please specify):  
.....

Signed: ..... Date: .....

### Electronic Publishing Notice:

Perc Tucker Regional Gallery, Pinnacles Gallery and Townsville City Council cannot guarantee against or be held responsible for unauthorised use or copying of images available on the Internet. For images taken by Council a copyright statement will be included on the website, confirming that copyright on images remains the property of Perc Tucker Regional Gallery, Pinnacles Gallery and Townsville City Council and strictly prohibiting infringement of those rights.

### Privacy Collection Notice:

Townsville City Council (Council) is collecting the information contained in this form in the course of performing its activities, functions and duties under the Local Government Act 2009 (Old) including for facilitating, planning, advertising and promotional purposes of the People, Culture & Country Project. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the Information Privacy Act 2009 (Old). Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. We confirm, in performing the above functions, we will need to disclose your personal information to the State of Queensland acting through the Department of Education and represented by Heatley Secondary College (who are facilitating the Project). For further information about how we manage your personal information please see our Information Privacy Policy available on the Council website [here. \(https://www.townsville.qld.gov.au/\\_data/assets/pdf\\_file/0010/6040/Information-Privacy-Policy.pdf\)](https://www.townsville.qld.gov.au/_data/assets/pdf_file/0010/6040/Information-Privacy-Policy.pdf)



**PHOTO/VIDEO TALENT  
DEED OF RELEASE FORM - NORTH AUSTRALIAN FESTIVAL OF ARTS**



This form is used to register approval for use of photos/videos being taken generically where the name of any third parties which may be involved in the distribution of the photos/video footage are not known at the time of production.

**DEED OF RELEASE**

Between: *Townsville City Council A.B.N. 44 741 992 072 of 103 Walker Street Townsville QLD 4810 (the Council), The North Australian Festival of Arts (NAFA) and participant below.*

*Hereby warrant and agree that*

- (i) I have agreed to participate in a photographic/video shoot and I agree that the Council/ may use my image in advertising and promotional material for the Council/ NAFA in any medium (including, but not limited to television, print, press, cinema, point of sale, brochures, viral email and internet) and to film, record, edit, broadcast and reproduce that material for an unlimited period worldwide;
- (ii) I do not require any payment for my participation in the shoot or for the use of my image as set out in this Deed and agree that no further claim, suit, or demand can be made against the Council/ NAFA in this regard; and
- (iii) All materials produced by the Council/ NAFA and all rights in those materials including copyright and other intellectual property are the sole and absolute property of the Council/NAFA or its nominees or assignees.

**EVENT: NAFA 2024**

**Full Name of Individual (student or adult):** \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Signature of Individual: \_\_\_\_\_ Date: \_\_\_\_\_

**Full Name of Parent/Carer (if Individual is under 18 years of age):**

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by *the Information Privacy Act 2009 (Qld)*. We are collecting your personal information in accordance with *Local Government Act 2009* so that we can obtain photos and video footage for promotion and marketing purposes. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure and in executing this deed you have expressly consented to the lawful distribution of your image. In performing the above functions, we will disclose your personal information to the photographer. For further information about how we manage your personal information please see our Information Privacy Policy.