**School Parent Photography Policy**

The School aims to reasonably ensure the privacy of members of the School community is protected wherever feasible.

The School acknowledges we live in a digital age and the use of still and video images is a part of everyday life. In an educational setting, images are used by staff and students for documenting their learning and teaching processes, to celebrate events and to retain memories.

The School understands parents wish to record their daughter’s educational journey at Perth College through still and video images to create memories.

In capturing these images parents are required;

* when taking images, that they focus on their daughter only;
* images that may include other students must not be placed on the Internet or put on public display without the express permission of other parents involved; and
* to protect the privacy of all individuals, by ensuring no names are attached to any images placed on the Internet or on public display.

**Scope**

This policy applies to all members of the Perth College community.

**Associated Policies and Guidelines**

Privacy Policy

Child Protection Policy

Duty of Care Policy

**Relevant Legislation**

Privacy Act 1988

Surveillance Devices Act 1998

School Education Act 1999

**Review**

This policy will be reviewed every two years or earlier if required.

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| **Date Approved** | 2012 |
| **Due for Next Review** | January 2025 |
| **Policy Owner** | Principal |
| **Authorisation** | Leadership |
| **Amendment History** | |
| **Date** | **Amendment** |
| January 2023 | Annual review. No updates. [Principal] |
| December 2020 | Two year review undertaken by Principal [Principal] |
| 2018 | Amendments made to reflect changes to Privacy laws.  [Principal] |