



### 1 I GIVE PERMISSION

On behalf of the individual identified overleaf (the **Individual**), the person or persons signing this Publication Permission Form (the **Signatory**)\* grants permission to the Department of Education and Training and to any Department or Agency of the State of Queensland (the **Department** and the **State**) to use and retain the Individual's:

- name, image and other identifying information (**personal information**); and
- copyright material, including their written, artistic or musical works or video or sound recordings (**individual work**).

*\*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.*

### 2 FOR THE PURPOSE OF

This permission applies to any use of the Individual's personal information or Individual work, in connection with the Department or the State, including for the following purposes:

- public relations, marketing, promotion, advertising, media and commercial activities; and
- use by the media in relation to school or TAFE activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies.

**Note:** photographic images will be stored within a secure library database and accessed for the purposes outlined above.

### 3 FOR THE DURATION OF

This permission will continue until the Individual or the Signatory revokes permission (by writing to the Manager Design and Production, Corporate Communication and Marketing).

Despite the above, if, at the time such an event occurs, the Department or the State is using the Individual's personal information or any Individual work, or the Department or the State has entered into contractual obligations in relation to that material, the permission will continue in relation to that material until the Department or the State's use is complete or after the contractual obligations come to an end.

### 4 I UNDERSTAND THAT

- **'Use'** includes:
  - to create, make copies of, reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including via newsletters and other print media, television and the Internet,in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory, or the Individual, for my giving this permission or for the use of the Individual's personal information or Individual work.
- This Publication Permission Form revokes and replaces all previous publication permission forms in relation to the Individual.
- Nothing in this Publication Permission Form limits the rights that the Department or the State have in relation to the use of the Individual's personal information or other intellectual property under any other law.
- The **'Department'** and the **'State'** include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- This permission extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.



# Publication Permission Form

to use copyright material, image, recording or name

**5 LIMITATIONS ON PERMISSION**

The Individual or Signatory wishes to limit the permission in the following way:

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**6 DETAILS**

|  |  |
|--|--|
| <b>Name of Requesting Officer</b>  | <b>Phone number of Requesting Officer</b>    |
| <b>Name of Individual</b>  | <b>Address of Individual</b>                 |
| <b>Name of school, TAFE or organisation</b><br>(at which the Individual is enrolled, employed or volunteers) |  |
| <b>Signature of the Individual</b>   | <b>Date</b><br>/ /                           |
| <b>Signature of the parent or guardian</b> (if the Individual is under 18 years)                             | <b>Date</b><br>/ /                           |
| <b>Name of signing parent or guardian</b>  | <b>Address of signing parent or guardian</b> |

**7 LOCATION, EVENT OR PROJECT NAME** (for photographs or video recording)

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**8 NOTE**

The Department will use its best endeavours to ensure the person signing this Publication Permission Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide permission.

If you require a copy of this signed Publication Permission Form, or if you wish to revoke this permission, please contact the Manager Design and Production, Corporate Communication and Marketing, Phone (07)3237 1363, Fax (07)3235 4223.

**9 INFORMATION****What is this permission for?**

This Publication Permission Form authorises the Department (including schools, TAFE and other departmental organisations) and the State to use the Individual's personal information and copyright material together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 2 of this Publication Permission Form. The permission covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material can appear in school and TAFE newsletters, magazines, websites, electronic material and other publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates, strategic plans, posters and promotional material and other materials produced by the Department or other State government departments. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to Individuals (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

The Department has specific policies and guidelines in relation to publication of student images on the Internet (for example, Web Publishing Guidelines and Publishing Student and Staff Information on School Web Sites). These policies and guidelines may be viewed at [www.education.qld.gov.au](http://www.education.qld.gov.au)

**What is copyright material?**

An Individual's copyright material may include written work (eg stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal or wood works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school or TAFE Institute. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Publication Permission Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material – simply that the Department and the State have permission to use the Individual's material for the purposes mentioned.

**This Publication Permission Form does not provide for copyright permission in relation to copyright works an Individual creates in the course of employment** (whether or not in normal work hours or using departmental facilities or equipment), as where copyright material is created by a State employee (teacher, teacher aide, school administrative staff, guidance officer and any other State employee) while performing their duties under the terms of their employment, the Copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this where the employee has prior agreement from the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Guidelines* provide further information on Intellectual Property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal Services Branch.

**What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, recording or image. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

**What is an image or recording?**

In this Publication Permission Form, an image or recording includes photographs, videos, films, or sound recordings of the Individual.

**What happens to the Publication Permission Form once it is completed and signed?**

The Publication Permission Form is retained by the Department. The Individual or Signatory may request a copy of the signed form by contacting the Manager Design and Production, Corporate Communication and Marketing.

**What if I give my permission and later change my mind?**

The permission will be in effect for the period described in Section 3 of the form. The permission can be modified or withdrawn at any time by writing to the Manager Design and Production, Corporate Communication and Marketing. However, any changes will apply only from the date that the Department receives notice of any permission 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 permission to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your permission, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the relevant organisation, school or TAFE Institute.