

Policy number: 13

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Person responsible: Principal, School of Sport Education NT

Introduction

The School Sport of Sport Education NT provides sport programs for school students at inter-region and interstate levels.

The School Sport of Sport Education NT will be required to collect personal information for the purpose of delivering these programs.

Purpose

The School Sport of Sport Education NT recognises the importance of privacy and is committed to protecting privacy when handling personal information. The School Sport of Sport Education NT handles personal information for purposes relating to School Sport of Sport Education NT programs. Photographs and video recordings of students are included in this policy as one form of personal information.

Policy

a. Photography, filming and video recording.

During School Sport of Sport Education NT programs, School Sport of Sport Education volunteers may photograph, film or record students participating in events or activities. This is done for a variety of reasons including celebration of student participation and achievement, communication with parents and schools, and promotion of School Sport of Sport Education events on the School Sport of Sport Education website and Facebook page.

In addition, the Department of Education Communication and Media Unit may seek to photograph, film or record students for a news story. This may include broadcast media, online or social media or print media including newspaper and magazine publications.

Parents will be required to give permission for images to be taken and used through signing a media release on the inter-region and interstate program permission forms. It is essential that this is provided as once images have been published and are in the public domain, it may not be possible for them to be removed from view.

Images of students may be used in publications that are accessible to the public via the School Sport of Sport Education website and Facebook account. This will be used appropriately and in accordance with privacy and safety considerations.

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not covered by this policy, School Sport of Sport Education will:

- Provide parents with information about the event or activity, the organisation involved and when the photography, filming or recording will occur

- Seek prior parent / guardian / carer consent in writing

b. Collection of personal information

Personal student information that may be collected for the purposes of conducting School Sport of Sport Education programs includes:

- Name
- School
- Gender
- Date of birth – to ensure the student competes in an age appropriate event
- Parental / guardian / carer contact details – email, physical address and telephone
- Medical and dietary requirements

Such information will be collected when required to meet the School Sport of Sport Education needs and to satisfy legal obligations of duty of care and occupational health and safety. If this information is not provided it may affect the School Sport of Sport Education's ability to perform its functions and to fulfil these legal obligations to students and volunteers.

The School Sport of Sport Education values the privacy of every person involved in all aspects of the program.

The School Sport of Sport Education will only use or disclose personal information about students, with parents, staff or volunteers, when it is necessary for School Sport of Sport Education to carry out its functions outlined above or fulfil a legal obligation.