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## Bentley Park Clontarf Academy Consent Form

**START YEAR: 2022**

Dear **Parent/Carer**

### **Introduction to the Consent Form (attached) for the Bentley Park Clontarf Academy.**

Your student has been identified as eligible to participate in the Clontarf Academy.

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; and to seek consent for your child to participate in the Program. This letter 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 (first name and surname or part of their name), school, date of birth, EQ identification number, school attendance, behaviour record, academic achievement, image/photograph, voice/video recording or school 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.

The specific personal information and materials are listed in section 2 of the Consent Form.

### **Purpose of the consent**

This Consent Form relates to **the Bentley Park Clontarf Academy** which is facilitated by the department through external third-party provider/s who deliver the Program services to your child.

The Program involves:

The arrangements between you and the school aims to actively engage male Aboriginal and Torres Strait Islander students to maximise their school attendance, reduce receiving multiple school disciplinary absences, promote positive participation and achievement in school, training and prospective employment.

Through involvement in the Clontarf Foundation participants aim to complete their schooling and become well-rounded, confident young men, prepared for their post-school future with a broad range of life skills and a healthy approach to living.

Personal information and materials may be disclosed to the third-party provider/s identified, and for the purposes described, in section 3 of the Consent Form. Examples may be disclosure for purposes of monitoring, evaluating and reporting on the Program services being delivered by the third party or parties. 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.

Therefore, the 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 Consent Form is a record of the consent provided.

### **Voluntary**

It is your choice whether to give consent.

### **Consent may be withdrawn**

You can withdraw or limit consent at any time.

If you wish to limit or withdraw consent please notify the departmental contact (specified below) 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**

The department will publish images and materials 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://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>

### **Engaged third party providers**

The department will engage with a third-party organisation and/or their contractors during the course of the Program. These third-party provider/s include **the Bentley Park Clontarf Academy**. Personal information and materials identified in Section 2 may be disclosed by the department to these third parties in accordance with the Consent Form.

Please note that the third-party provider will issue a separate consent form to seek authorisation from you for additional purposes for which they wish to record, use or disclose your or your child's personal information and materials.

### **Duration**

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

### **Who to contact**

If you have any questions or wish to express a limited consent or withdraw consent please contact **the College on 4040 811 or email [info@bentleyparkcollege.eq.edu.au](mailto:info@bentleyparkcollege.eq.edu.au)**

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

**Bruce Houghton**

**College Principal**

# Consent Form Bentley Park Clontarf Academy

## 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.

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

▶ Identify as Aboriginal and/or Torres Strait Islander ▶ EQID number ▶ School attendance ▶ Behaviour record

▶ Senior Education and Training (SET) plan ▶ Career pathway plan and post schooling pathway

▶ Other information relevant to schooling progress and academic achievement such as attainment of year 12 certificate or VET qualifications

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

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

▶ Software ▶ Music score ▶ Dramatic work

(c) Materials created by the person in section 1 representing indigenous knowledge or culture.

## 3 APPROVED PURPOSE, THIRD PARTIES AND TIMELINE FOR CONSENT

### Purpose

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 by the Department of Education, including school and central office staff (DoE) and the Queensland Government for any of the following purposes (**the approved purpose/s**):
  - any activities engaged in during the course of the Program, 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. . .
- monitoring, evaluating and reporting on the Program services being delivered by the third party/ies identified below. 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://education.qld.gov.au/parents-and-carers/parent-participation/use-images-recordings>, 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.

### Third party organisations, contractors and volunteers

Personal information and/or materials may be disclosed by the Department of Education (DoE) to the following third parties:

- Third party organisations or individuals (including their employees and contractors) as authorised by DoE to facilitate and provide services under the Program, namely the Bentley Park Clontarf Academy.

**Timeline for consent - Consent is ongoing unless it is withdrawn as outlined in the attached letter.**

## Consent Form Bentley Park Clontarf Academy

### 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 a mature//independent student) *\*Please note - If this box is checked, Department staff should check the student record for documentation of any decision about Gillick competence of the consenting student.*
- 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:

- the student (identified in section 1) participating in the Program including any activities engaged in during the course of the Program;
- DoE recording, using and/ or disclosing (including publishing) the personal information and materials identified in section 2 for the approved purpose/s and to any identified third parties 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. The Program will be provided at no cost to me. DoE reserves the right to terminate the Program at any time with or without notice.

By signing, I also agree that this Consent Form is a legally binding and enforceable agreement between the consenter, DoE 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.

## Consent Form Bentley Park Clontarf Academy

Print name of student .....

Print name of individual/consenter .....

Indigenous status: Is the prospective student of Aboriginal or Torres Strait Islander origin?

Aboriginal     Torres Strait Islander     Both Aboriginal and Torres Strait Islander

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. If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed..

#### **► Statement by the person witnessing consent from an independent student**

I have witnessed the mark or signature of an independent student on the Consent Form. The student has had the opportunity to ask questions. I believe that the student has given consent freely and understands the effect and implications of giving consent.

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 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 personal information and materials will be used in accordance with the Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures the DoE will cease using the identified personal information and 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 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 the personal information of the student identified on this form in order to enable the student to participate in the Program and to obtain consent for the use and disclosure of the student's personal information and materials. The information and materials 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 as authorised in this form or 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 Consent Form.