

3 June 2021

Dear **Parent/carer**

Introduction to the Consent Form (attached) for Queensland School Sport representative school sport - Athletics

This letter is to inform you about how the Department of Education (the department) through Queensland School Sport 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 an individual's name (first name and surname or part of their name), school, school year level, date of birth, age, sporting organisation personal identification number, image/photograph or voice/video recording.

Materials that are created by 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 video or sound recording, livestreaming events, written works created or artistic works or performances in connection with the sport or event.

Personal information may include identifying each person who contributed to the creation.

Purpose of the consent

This consent form relates to representative school sport events run by Queensland School Sport and Regional School Sport offices. Calendars of representative school sport events can be found via their respective websites at <https://queenslandsschoolsport.education.qld.gov.au/>

It is the department's usual practice to take photographs or record images and occasionally publish limited personal information and materials for the purpose of promoting Queensland education and Queensland School Sport. The department often works with third party providers such as sporting organisations, contractors and community volunteers in facilitating school sport events which may involve disclosing personal information to those third parties. For full details of the purposes of the consent, please refer to section 3 of the consent form.

The consent form provides consent for personal information and a licence for materials to be published online or in other public forums. 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.

If you choose not to give consent, your child will still be able to participate in representative school sport. Your child will not be identified and images or recordings of them will not be published.

The department cannot guarantee your child's image will not be recorded by non-affiliated entities or individuals while participating in representative school sport events, due to them being spectator events.

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 (for example 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 by external organisations – for example the media – is out of the department's control.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies (including images and materials), to be deleted or restricted from use once published.

Media sources used

The department publishes images and materials on a range of social media sites, websites and traditional media sources subject to your consent. For a list of websites and sources where images and materials may be published for representative school sport, please see <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management> and follow the link/s to your specific sport.

Engaged third party providers

The department will engage with a range of third party organisations and contractors during the course of the representative school sport program. These third party providers include sporting organisations, commercial printers and merchandise providers, commercial photographers and videographers, travel agents, and volunteers. Personal information may be disclosed to, used and published by these third parties in accordance with the consent form.

For a full list of third parties to whom the department may disclose personal information and/or materials, please see <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management> and follow the link/s to your specific sport.

Duration

The consent is until **31 December 2022** unless you decide to withdraw your consent.

Who to contact

If you have any questions or wish to withdraw consent please contact queenslandsschoolsport@ged.qld.gov.au

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

wayne.beeston@ged.qld.gov.au

Consent Form Queensland School Sport – Representative school sport

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:

School name: School year level:

Date of birth: Age:

Sporting Organisation Personal Identification Number (if known):

Name to be used in association with the person's personal information and materials (Please note if no selection is made, an assigned identifier will be used).

Full Name First Name No name

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS FORM

The department may use, record, collect and/or disclose the following personal information and/or materials:

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

- > Name (as selected above)
- > School name
- > School year level
- > Age
- > Date of birth
- > Image/photograph
- > Sporting Organisation Personal Identification Number
- > Recording (voices and/or video)
- > Copyright materials (artistic works or performances)
- > Achievement or performance results

(b) audio-visual recordings of the individual/team, image and voice during associated sporting events

(c) photographic recordings of the individual/team during sporting events

(d) written materials and reports recording information about the individual/team, including written summaries

(e) annotated samples of the individual/team sporting performance, (including video or image)

(f) representing Indigenous knowledge or culture.

3 APPROVED PURPOSE AND THIRD PARTIES

Purpose

If consent is given in section 5 below, the **Department of Education (DoE)** through **Queensland School Sport (QSS)** will be able to use, record, collect and/or disclose the Individual's personal information and/or materials for any of the following purposes (**Approved Purposes**):

- (a) Facilitation, organisation and administration of representative school sport events (often with assistance from the relevant **Sporting Organisation**)
 - o Includes talent identification, grading, competition draws and timetables, publication of results, and arranging travel and accommodation associated with event participation.
 - o May include disclosure of personal information to third party providers of software programs/applications (licensed to DoE by an external provider) in order to facilitate administration of the competition. (Refer to the Third Party Software and Application Providers in the Definitions section if this form).
- (b) Promotion of DoE, QSS and representative school sport events
 - o Includes any activities engaged in during the course of the representative school sporting events, as described in the attached letter, for purposes of public relations, promotion, advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities.
 - o includes recording, publishing and promotion of representative school sport events via social media, online or in printed or other forms of media as set out at <https://queenslandschoolsport.education.qld.gov.au/about-us/events-calendar> including: any



purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials (DoE may need to accept contractual obligations that are perpetual and irrevocable in uploading material to such websites); and transfer of the personal information outside of Australia in the course of the operation of the website.

- (c) Event merchandising and memorabilia
- Products may be complimentary (e.g. event programs) or available for purchase by participants of representative school sport events (e.g. team photographs, action photography, videography, t-shirts) which involve disclosure of personal information to external suppliers.

Third party organisations, contractors and volunteers

Personal information and/or materials may be disclosed by DoE to the following third parties:

- **Commercial photographers and videographers**
- **Commercial printers and merchandise providers**
- Sporting organisations as authorised by DoE
- **Technical support providers**
- **Third party software and application providers**
- Travel agents, airlines and accommodation providers
- non-employee volunteers as authorised by DoE to assist with facilitation, organisation and administration of representative school sport events, in roles including but not limited to coaches, managers, convenors and team marshalls .

(Refer to the definitions section of this form for more detail about third parties)

It is important that you understand that if providing consent for DoE to disclose your personal information to third party organisations or services, this will include private companies hosted offshore or outside of Australia. This means that data that is entered to register for these third party software and application provider sites, including the Individual's personal information, will be transferred outside Australia and stored on servers based in other countries and therefore not subject to Queensland or Australian privacy laws. Before you complete this consent form we strongly advise that you understand the purposes for which these third party software and application providers collect this information, what will be done with it, who else may have access to it and where the data is stored. Further information can be found on <https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>, refer to each application/s and website's terms and conditions and/or privacy policy.

4 TIMELINE FOR CONSENT

Consent applies until **31 December 2022** or until you decide to limit or withdraw consent.

During the school year there may be circumstances where the DoE may seek additional consent. If this consent form, or attachments are updated during the period of consent, the department will provide you with information advising of the changes or updates and seek confirmation of continued consent.

5 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)

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 for the Approved Purposes identified 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 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.



Consent Form Queensland School Sport – Representative school sport

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 Consent Form were read.

I have witnessed the signature of an independent student, or that the accurate reading of the explanatory letter and the 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 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 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 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 you and your child's personal information. The information will be used and disclosed by authorised departmental employees for the purposes outlined on the form. Also personal information may 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.



DEFINITIONS

Approved Purposes has the meaning given in section 3 of this Consent.

Commercial photographers and videographers are third party contractors engaged by the department to provide photography and videography services at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. Photography and videos may be published on the commercial photographer/videographer's website for display or retail sale. A list of Commercial photographers and videographers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>

Commercial printers and merchandise providers are third party contractors engaged by the department to provide printed materials and merchandise at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. A list of Commercial printers and merchandise providers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>

Consent means this signed document.

The department or DoE means the Department of Education (Queensland).

Individual is the person whose Personal Information and/or Materials consent is being sought for. The Individual is identified in section 1 of this Consent.

Materials are those specifically listed in section 2 of this Consent.

Personal Information means information (including captured electronically in databases) and images recorded in a material form (e.g. paper) or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information that is specifically listed in section 2 of this Consent.

Queensland School Sport (QSS) is the Department of Education unit that administers the representative school sport program in Queensland. For the purposes of this consent form, Queensland School Sport also includes the Regional School Sport program.

Sporting Organisations are third party local, state and/or national organisations who administer, support and promote a specific sport. These organisations are recognised and may receive funding from the state and/or federal government. They collaborate with, and support Queensland School Sport to deliver representative school sport events. A list of Sporting Organisations are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>

Sporting Organisation Personal Identification Number is a number created by some Sporting Organisations. It is used to administer an Individual's involvement in that particular sport. Students are requested to have a sporting organisation number and as such, requested to apply for a sporting organisation personal identification number if they do not already have one. The list of representative school sports using a sporting organisation personal identification number are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>

Technical Support Providers are individuals/organisations engaged by the department to provide a service for the operation of the representative school sport program.

Third party software and application providers of the following software and applications currently used by DoE Queensland School Sport and relevant Sporting Organisations are set out by event at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>