AUTHORITY TO USE OR RELEASE PERSONAL INFORMATION
TO SCHOOL PHOTOGRAPHERS – ‘The Portrait Gallery’

Dear Parents/Carers,

Our school photo days are coming up on Tuesday 7 March 2017 for K-6 and start of week preschool and Friday 10 March for end of week preschool.

The school has been requested by The Portrait Gallery to provide personal information of your child’s name, class/year and Student ID for the purpose of taking, printing and distributing individual student and class school photographs.

On enrolment you provided the school with personal information that assists the school to support the educational needs of your children while they are enrolled in an ACT Government school. The Privacy Act 1988 states that this information cannot be used or released without satisfying certain conditions.

The school seeks your permission to release the information requested by The Portrait Gallery authorised representative as detailed in the accompanying form.

The Privacy Act 1988 requires the school to notify The Portrait Gallery that they shall not use or disclose the information provided for a purpose other than the purpose for which the information was released.

Without your permission, confirmation of attendance at this school and personal details of your child/children will not be provided to The Portrait Gallery and consequently, your child will not be included in student photographs.

Please read the attached form Authority for Use or Release of Personal Information carefully and return it to the school by Monday 27 February 2017.

Jo Padgham
Principal
Turner School
21/02/2017
AUTHORITY TO USE OR RELEASE PERSONAL INFORMATION
TO SCHOOL PHOTOGRAPHERS – ‘The Portrait Gallery’

This authority relates to the personal information of my child/children,

Please print clearly:

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I authorise the school, as the record keeper, to use and/or release personal information including the names and class/year of the children named above for the following purpose:

☐ Confirmation, use or release of personal information to The Portrait Gallery to administer and print individual student and class school photos.

This authority is valid while the children named remain enrolled at this school, we engage with a different school photographer or until you advise otherwise in writing.

Name: ________________________________

Signed: ______________________________

Date: _____________________