

# PHOTO / VIDEO PERMISSION FORM



1. I agree to **my** or **my dependent's** photograph(s)/video being taken by or on behalf of Sutherland Shire Council and authorise its use for publicity and promotion of Sutherland Shire Council and its programs and activities.
2. I agree for Sutherland Shire Council to publish the photograph(s)/video on its website ([sutherlandshire.nsw.gov.au](http://sutherlandshire.nsw.gov.au)), and in advertising and other promotional material.
3. I declare that I am the parent / legal guardian of the following dependent captured in the photograph/video\*:

Dependent's Name	Age	Relationship
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4. I have read, understand and agree to be bound by the Terms and Conditions.

Provide description of the person in photograph(s)/video and the event details during which the photograph(s)/video is taken:

Name

Suburb

Email (optional, Fill in for copy of your form)

Phone

Date

Signature

**NOTE TO STAFF:** please make sure you save a copy of this permission form in your relevant folder(s).

CLEAR FORM

## TERMS AND CONDITIONS

### Why is my permission required?

1. Photographs and video recordings of people are considered personal information if individuals are able to be identified or are reasonable identifiable from them.
2. Sutherland Shire Council (Council) needs to obtain your permission to use your photograph(s)/video or that of your dependent, prior to using it for promotional purposes.

### What do I consent to?

3. By signing this Permission Form, you consent to Council using the photograph(s) or video, including audio recordings of an interview, for promotional purposes. The material will not be used for any other purpose unless you give further consent or Council is required to do so by law.
4. Promotional purposes include, but are not limited to, public relations, news articles or telecasts, education, advertising, research, inclusion on the Council website and social media pages, fundraising, or any other similar purpose by Council and/or its affiliates.
5. By signing this Permission Form you also consent to the following:
  - a. **release and discharge** Council, its officers, employees, agents and assigns from any liability arising from or connected with the taking, recording, publication or other use of the photograph(s)/video;
  - b. **release and discharge** Council, its officers, employees, agents and assigns from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking or processing of the photograph(s)/video;
  - c. **waive all rights** you may have (including rights in copyright) to any claims for payment or royalties in connection with publication of this material;
  - d. **waive any right** to inspect or approve any photograph(s)/video taken by or on behalf of Council.

### Who owns the material?

6. Council owns all copyright in the photograph, negative, computer image, or recording as well as the physical photograph, negative, computer image or recording.
7. Council will securely store your photograph(s)/video in a digital form. The material will be managed in line with the State Records Act 1998.

### Who is the dependent?

8. The dependent could be a son, daughter, including any step-child or adopted child or any other dependent under the age of 18 years.
9. The dependent could also be a person over the age of 18 with a decision-making disability, being a person who cannot give consent because he/she lacks capacity or has an intellectual or other impairment that affects his/her capacity to give consent.

### Can I sign the form if I am under the age of 18?

10. No, your parent or legal guardian must sign the consent form for you.

### Can I modify or withdraw my permission?

11. You can modify or withdraw your permission at any time.
12. The modification or withdrawal will be effective from the date that request is received by Council. If photograph(s)/video is being used in existing Council advertising materials or other Council products, those materials or products will not be withdrawn from use.

### Privacy Statement

13. The personal information you provide on this form is being collected for the purposes of obtaining permission to undertake photography and video of individuals and will only be used for this purpose unless Council is required by law to disclose this information. This form will be saved in Council's Electronic Document & Records Management system. You have the right at any time to request access to view and/or correct your personal information. Further information can be found in Council's Privacy Management Plan.