



BRISBANE GRAMMAR SCHOOL

Brisbane Grammar School Image and Consent Guidelines

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1.0 The School's obligations to privacy and safeguarding children

Brisbane Grammar School identifies the protection and safety of children as an area of highest priority. The School has been formally recognised for successfully meeting the Safeguarding Children standards and committing itself as an organisation to the protection of children. The School has also been certified by the Australian Childhood Foundation in relation to its culture, processes and policies for safeguarding children.

Brisbane Grammar School will use images of its students reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards. If a parent or legal guardian or student is concerned about the use of any images, they should contact the School directly.

2.0 Image Collection Notice

Images that identify a person or could lead to a person being identified, including photographs, videos, audio and digital images, are 'personal information' as defined by Australian privacy law ('Images'). We collect and manage Images of our students for:

- Communicating with parents and the wider community;
- Communicating with staff; and
- Recognising, promoting and/or rewarding achievements,

Images may be shared by the School with parents and legal guardians via MyGrammar, direct email or the weekly newsletter. Images may be shared with families and the community more broadly via the Brisbane Grammar School website, official social media accounts, brochures, School digital media screens or other school publications.

Images and video may be taken on School grounds at any time for record keeping, promotional and communications purposes. Any staff, students or visitors present will need to inform a staff member if they have concerns about the School capturing images of them.

Images are also taken for record and archival purposes, such as school identification photos or annual photo days for cocurricular groups and teams.

On occasion, the Media may seek to photograph, film or record our students for a news story or school event. Such recordings may be used for broadcast, online, social, or print media, including newspapers and magazine publications.

When we receive such requests from the Media, Brisbane Grammar School will:

- Provide parents and legal guardians with information about the organisation involved, and how the Images may be published.
- Seek prior consent in writing from parents and legal guardians accompanied by a signed [Media Consent Release form](#).

Images of our students will only be permitted to be taken by the Media at the School if express consent is provided by the relevant parents and legal guardians. The School does not own or control any photographs, videos or recordings of students taken by the Media.

In all cases, we collect, store, use and/or publish Images (including metadata), along with any other personal details, in accordance with our lawful functions, legal obligations and [Privacy Policy](#).

3.0 Images taken by external suppliers or the wider community

Brisbane Grammar School requests that parents, legal guardians, caregivers, students and invited guests who photograph, film or record school activities, only do so for their own and appropriate personal use and do not publish the Images in any form, including on social media, without the prior consent of persons whose children also appear in the Images.

The School does not own or control any Images of students taken by parents; legal guardians, caregivers, students or their invited guests at school activities.

External photographers contracted by Brisbane Grammar School to take photos of students on School grounds (outside of annual photo days and school identification photos as mentioned in item 2.0) are required to follow these School's Image and Consent Guidelines. The approved photography supplier will be set up within the School's Digital Asset Management system (Pixevety) and be required to upload all photos within the platform to manage child protection in relation to Image consent. This process of procurement and Image management is coordinated by the School's Community Relations team.

4.0 Pixevety and Consent

4.1 Pixevety

Brisbane Grammar School uses the Pixevety online photo management platform to manage the storage and consented use of its student Images..

Pixevety is an Australian-operated private media-sharing platform that facilitates the secure collection, organisation, protection and safe-sharing of student Images in compliance with prescribed privacy protocols.

Specifically designed for schools and families, the Pixevety platform includes features for obtaining and managing consent from parents or legal guardians regarding the use of Images of their students.

You can learn more about Pixevety and view its Privacy Policy [here](#).

4.2 Managing consent

The School has dedicated Galleries within Pixevety. Each of our students and individual staff members is a 'Gallery Member'.

Pixevety manages each member's consent. All current parents and legal guardians (who are listed as the key contacts), students and staff, have access to the Brisbane Grammar School Pixevety Galleries to access and view Images, and to manage individual consent. The following manuals and user guides are available below to learn more about the Pixevety platform:

- [Pixevety Parent User Guide](#)
- [Pixevety Staff User Guide](#)
- [Managing your Consent](#)

If you do not update your consent permissions within Pixevety or submit the manual Image Consent Form, the Gallery’s standard image consent settings (chosen as the ‘default’ settings by BGS) will be applied to all photos featuring the member.

We encourage all students or their primary parent or legal guardian (when a minor) to update their consent settings in the School’s Pixevety platform to actively reflect their Image privacy wishes.

5.0 Contacts

For further information regarding Brisbane Grammar School’s Image and Consent Guidelines, Pixevety or how to manage your consent, please contact

Marketing and Communications department
communications@brisbanegrammarschool.com

6.0 Supporting Documents

- [Pixevety Parent User Guide](#)
- [Pixevety Staff User Guide](#)
- [Pixevety Manual Consent Form](#)
- [Brisbane Grammar School Privacy Policy](#)
- [Media Consent Release Form](#)

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I have read and acknowledge the guidelines outlined within this document.

Name:

Signature: **Date:**