

## Be Connected and G.R.C Photo Consent Form

I give consent to Goondiwindi Regional Council, its employees, agents or partners ('Be Connected'), to use and retain my/my child's ('the Participant'):

- Name, image or recording ('Record'); and/or
- Personal property (including artefacts) and/or copyright material ('Material')

I understand that:

By giving consent, Goondiwindi Regional Council can use and retain my Record and/or Material for

- Public relations, promotion, advertising, reporting and planning, commercial activities;
- Use by the media in relation to activities that show me in a positive way; and
- Any additional activities identified in a Schedule accompanying this Consent Form.

My consent will continue until withdrawn in writing. If, at that time, Goondiwindi Regional Council is using my Record or Material, or has contractual obligations in relation to my Record or Material, the consent will continue until the use or the obligations end.

'Use' includes:

- to create, make copies of or reproduce or retain in any form; and
- to distribute, publish or communicate publicly, privately or commercially in any form in whole or in part.

'Retain' means:

- Goondiwindi Regional Council may use the Record or Material unless I withdraw my consent.

Goondiwindi Regional Council will not pay me for giving consent or for the use. This Consent Form does not transfer ownership of copyright to Goondiwindi Regional Council. Nothing in this Consent Form limits the rights that the Goondiwindi Regional Council has in relation to the Record or Material under any other law.

My consent is subject to the following **conditions and/or limitations**: *(Please select any that apply)*

- no conditions or limitations
- not for commercial use (e.g. merchandising, publications for sale)
- only the following formats (please select any that apply):
  - photographic images
  - video recordings
  - physical items (e.g. letters, artefacts)
  - other *(please specify)* \_\_\_\_\_
- cultural considerations *(please specify)* \_\_\_\_\_

### Participant details

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

If the name of the Participant is used it should be:

- Full name
- First name only
- No name
- Other (please specify) \_\_\_\_\_

### Signature of Participant or Parent/Guardian, if applicable

\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

# Why am I filling in this form?

Goondiwindi Regional Council values your privacy and we are asking for your consent before we use your personal information, including your photograph or copyright material, as part of our commitment to the Information Privacy Principles set out in the Information Privacy Act (2009). This Consent Form authorises Goondiwindi Regional Council to use and retain your name, photograph, recording ("Record") and any specified personal property or copyright material ("Material") for the purposes outlined in the form, subject to any conditions/limitations you apply.

## Conditions and limitations

The Consent Form allows you to place conditions and limitations on the Goondiwindi Regional Council's use of your Record and/or Material, for example:

- Cultural conditions/limitations – for example, you may wish to remove an image for a period of time following the death of an individual or for a period of mourning or you may wish to limit the use of sacred or cultural material.
- Other conditions/limitations – for example, you may not wish your photograph to be used for commercial purposes.

## What if I give my consent and later change my mind?

You can change or withdraw your consent in writing at any time. Changes however, will only apply from the date Goondiwindi Regional Council receives your request. Any existing publications, productions, presentations or promotions that use your Record or Material will not be withdrawn from use. To change or withdraw consent in writing, contact the Goondiwindi Regional Council. Postal Address: LMB 7 INGLEWOOD QLD 4387, Phone: 07 4671 7400, email: [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)

## Do I still own copyright in my material?

Yes you do. By signing the Consent Form, you do not give Goondiwindi Regional Council ownership of copyright or other intellectual property rights in your material. You simply give Goondiwindi Regional Council permission to use your material for the purposes mentioned in the Consent Form.

## Privacy Act

The Queensland Government's Information Privacy Act (2009) regulates how personal information is collected, stored, used, disclosed and amended by the public sector. You can obtain further information about your privacy rights, or access a copy of the Information Privacy Act 2009 on the Office of the Information Commissioner's website at [www.oic.qld.gov.au/about/legislation](http://www.oic.qld.gov.au/about/legislation). As a part of our COVID Safe Plan Queensland Health requires businesses keep a register of contact details for all attendees on their premises to assist with contact tracing in the event of an outbreak. If you have any questions about privacy practices at the Goondiwindi Regional Council, please email us on [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au) or phone +61 07 4671 7400.

### IMPORTANT NOTICE

*Goondiwindi Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.*

## Office use only

Doc ID \_\_\_\_\_

Staff name \_\_\_\_\_

Unit/Program \_\_\_\_\_

Name of event \_\_\_\_\_

Date image taken \_\_\_\_\_

Location image taken \_\_\_\_\_

Records System file trail (e.g. big/small folder/magic.doc) \_\_\_\_\_

Your Digital Mentor will use this questionnaire to get a better picture of your current digital skill level. Please complete as many questions as you can.

## 1. Which device(s) are you interested in learning more about?

(Tick all that apply)

Computer     Tablet     Smartphone     Laptop     I'm not sure

## 2. Which of the following do you feel confident using?

(Tick all that apply)

Keyboard     Touchscreen     Mouse

## 3. Have you used the internet before?

No     Yes, I've used it for \_\_\_\_\_  
\_\_\_\_\_

## 4. Do you have an email address? (Which you have access to)

Yes     No (see below)     Yes, but I'm not sure how to use

a. *In order to complete this training, you will require an email address. If you don't have an email address are you willing for your Digital Mentor to create you an email address for the purpose of Be Connected training?*

Yes     No

## 5. Have you ever completed a form online?

Yes     No

## 6. Have you ever used a search engine (google, safari etc.) to find information online?

Yes     No

## 7. Do you feel confident using a computer to create documents?

Yes     No

## 8. Do you want to learn more about how to stay safe online?

Yes     No