

# Authority to Film and Record

## How to use this document

Also known as “Permission to Publish” or “Talent Release” use this document when you propose to film or record someone for a project.

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## Responsible school or business unit & contact person

*Insert the name of the school or business unit managing the project and a person parents can contact for more info.*

The filming/recording will be arranged by:

School/Business Unit:

Contact Person Name:

Email:

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## Production company

*Choose one option and if you choose 2nd option then insert the name and ABN of the company we are using.*

The filming/recording will be done by:

internally by NSW Department of  
Education (“**department**”)

on behalf of the department



**The Project: What the footage will be used for**

**How the filming or recording will occur**

**Storage and Access**

**Publication Media**

In connection with the Project the footage may be used by the department in the following:  
(Tick as relevant)

- on departmental and school websites
- in school newsletters
- in publicity materials published by the department
- on the department's social media accounts with YouTube, Facebook and Twitter etc
- in print digital and online newspapers and magazines
- television
- Other

**How long can the footage be used for?**

If the department publishes the footage online web browsers may provide cached or archived copies may appear after the department itself has ceased to post the footage.

**Transportation**

**What will be filmed or recorded**

## Acknowledgements and Consents

**Filming/Recording:** I consent to the department filming me and recording my voice, performances, poses, and actions in connection with the project described above.

**Re-Records:** if any re-recording or voice-overs are needed, I agree to make myself available to assist.

**Use:** I consent to the department using the footage of me for the Project described above, (including to promote the Project.

**Video Editing:** I understand that the department may edit any video it records, including combining it with other video and audio and adding text or music for the Project.

**Inspection:** I waive any right to inspect or approve any use of the footage before it is used

**Copyright:** I acknowledge and agree that all rights in and to any content captured as a part of the project, including the copyright, are and shall remain the sole property of the department and I waive any moral rights under the Copyright Act 1968 in the video and audio.

**Voluntary:** I understand that participation in the filming and recording is voluntary and I will not be remunerated.

**Online Reposts:** if the footage is posted by the department on the internet the department cannot prevent third parties from posting links.

**Interpretation:** references in this Acknowledgment to “me” and “I” are references to the person named below as the “Talent”

Name of Talent (person being recorded):

Age of Talent                      16 or older                      15 or younger

Signature of Talent:

**Note:** Talent aged 15 or younger are not required to sign (their parent or carer will sign instead)

Date Signed by Talent                      /                      /

Name of Parent/Carer:

Signature of Parent/Carer

**Note:** Parent/Carer signature not required if Talent is 18 or older

Date Signed by Parent/Carer                      /                      /