

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.

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:

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

Project

Insert name or or short description of what the video will be used for as a detailed description will be provided below.

(“**project**”) as further described below.

Medium (“footage”)

Tick as relevant.

Video (including audio)

Still photography

Audio only recording

Referred to in this document as “**footage**”

Filming/recording start and end date

If the date are approximate then state that.

Approximate date

Start / / End / /

Filming location

Filming location:
State where the filming will occur.

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.

What will be filmed or recorded

Transportation

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 / /