NSW Department of Education

Authority to Film and Record

Responsible school or business unit & contact person

The filming/recording will be arranged by:

The Film By team at The Arts Unit

School/Business Unit:

The Arts Unit

Contact Person Name:

Karishma Mathur

Email:

karishma.mathur@det.nsw.edu.au

Production company

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The filming/recording will be done by:

✓ internally by NSW Department of Education ("**department**")

✓ Photography by professional photographer Anna Warr. Videography by the digital production team at The Arts Unit

on behalf of the department

Project

The NSW Department of Education is presenting workshops for students to make, create and learn new filmmaking skills. Footage from the workshops will be used to promote the program and The Arts Unit.

("**project**") as further described below.

Medium ("footage")

✓ Video (including audio)

✓ Still photography

✓ Audio only recording

Referred to in this document as "**footage**"

Filming/recording start and end date

/

✓ Approximate date

Start 0 1 / 0 1 / 2 6 End 3 1 / 1 2 / 2 6

Filming location

Workshops will be conducted online via video conferencing and in person.

The Project: What the footage will be used for

The footage will be used to create digital learning resources and social media posts.

Material obtained at the event may be published in print and in online publications of state, regional and local newspapers. It may also be shared on the NSW Department of Education websites such as education.nsw.gov.au and artsunit.nsw.edu.au and their associated media channels.

In addition, information may be published on The Arts Unit Facebook channel and or Department of Education social media channels. These forms of social media are explicitly for promoting excellence in public schools NSW.

Publication Media

In connection with the Project the footage may be used by the department in the following:

- ✔ 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

What will be filmed or recorded

Workshop participation, interviews.

How the filming or recording will occur

The video conference and in person workshops with the participating students will be recorded.

Storage and Access

Media files will be stored on digital file systems used by The Arts Unit.

How long can the footage be used for?

The footage will be available for use until the department considers it no longer fit for purpose.

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

Not applicable

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 / /