



IRMTNZ Policy on Photos, Video & Student Privacy

Please also read the full privacy IRMTNZ Policy and Guidelines

The Act defines three categories of students being:

- (a) **students under 13 years of age** – thus requiring the consent of their parents /guardians for photos/video
- (b) **students between 13-18 years of age** – thus requiring consent of their parents/guardians and the student for photos/video
- (c) **students over 18 years of age** – thus requiring the consent of the student for photos/video

IRMTNZ undertakes to protect the personal identity of students in accordance with the *IRMTNZ Privacy Policy* and the *Code of Ethics*.

Student performance opportunities are a necessary part of music education. Some student concerts, festivals and competitions are more public events than others.

Occasionally a student is asked to play at a professional development event for music teachers, eg a masterclass.

Sometimes photographs or videos are taken at such events to record the activity and/or to celebrate student achievement or success and/or for Continuous Professional Development of our members.

We may wish to publish these in local branch or national IRMTNZ newsletters, on our website or social media pages or in our annual print journal, *Ritmico*.

There are two separate and distinct uses of photographs and video recordings:

1. Use of photos/video to record or illustrate student performance events

In this context, and in accordance with the Act, it is IRMTNZ policy that:

- Photos/video of students:
 - are positive depictions or are taken in such a way to completely avoid identification
 - are published only as a record of, or to celebrate achievement or success and/or
 - are used to illustrate a written report about the event
 In the case of video this may be used for Continuous Professional Development of our members.
- all reasonable steps have been taken to be open and transparent. Ensure that the person knows
 - why the photos/video are being taken
 - how they will be used
 - that it is not compulsory to agree to the student's photos/video being taken – they can opt out.
- no contact information for the student is published

2. Use of photos/video for promotional publicity

In this context it is IRMTNZ Policy that

- specific permission must be given in writing for each specific use of a photo/video and for each category of student as above
- no contact information for the student is published
- any photos/video published are positive depictions.

Please refer to the following 'Guidelines on Use of Photos/Video and Student Privacy for IRMTNZ branches and Individual teachers' for details about how to keep within the law in this regard.



Guidelines on Taking and Using Photos/Video and Safeguarding Student Privacy for IRMTNZ Branches and Individual Teachers

The Act defines three categories of students being:

- (a) **students under 13 years of age** – thus requiring the consent of their parents/guardians for photos/video
- (b) **students between 13-18 years of age** – thus requiring consent of their parents/guardians and the student for photos/video
- (c) **students over 18 years of age** – thus requiring the consent of the student for photos/video

1. Use of photos/video for recording or celebrating student achievement or success

When permission has been given for a child to enter a performance event, festival or competition, this does not mean that permission has been given to publish photos/video of that child.

Publishing reports and photos/video of students performing at a public event that have been collected lawfully is not a breach of the privacy act, if the information is for a legitimate purpose.

However, **when you collect such personal information, be open and transparent.** Take all reasonable steps to ensure that the person knows why the information (photo/video) is being collected, how it will be used and that it is not compulsory to agree – they can opt out.

Do not publish contact details of the students – do all you can to protect their personal identity.

Practicalities – IRMTNZ advice for Branches and individual teachers

i. **Forewarn.** For all events, Branches and individual teachers are advised to forewarn

- parents/legal guardians of students under 18 years of age
- and

- students over 13 years of age

that at the event photos/video will be taken with the intention to publish and give the reason why.

The following statement is a template which IRMTNZ branches and individual teachers may use for pre-event information.

“Photos/video taken by ... *[INSERT IRMTNZ Branch or individual teacher name as applicable]* at our/my events are for the purpose of recording or celebrating students’ achievement or success.

We /I may want to use them for any legal use, including but not limited to the following:

- Illustration of an article about the event in *the Branch/my* newsletter, published online and/or in print
- Web content, where the article plus photo might be posted on *our/my* website or social media page.
- Illustration of an article about the event published in the local newspapers.

Please note that photos/video will be kept securely and those published will be positive images.

Please email *[the event organiser contact details]* / me *[teacher]* bydate, to say if

- **you as a student have any concerns about the publication of your photo/video, or**
- **you as a parent have any concerns about the publication of your child’s photo/video.”**

ii. **At the event** display, conspicuously, several notices similar to the one above, so that everyone knows that they can opt out of having their child’s photo/video taken/published.

iii. **Branch event organisers and teachers:** please liaise over anyone who has concerns about photos/video.

iv. **Do not publish contact details of the students - protect their identity.**



2. Use of photos/video for promotional publicity

Where it is the wish of an IRMTNZ member, an IRMTNZ branch or IRMTNZ Council to use a photo/video (whether taken at a public event or at a private event) for promotional publicity, permission **for that specific use** must be obtained **in writing** from

- the parent or legal guardian of the student for students under 18 years of age and
- in the case of students between 13-18 years of age or over the age of 18 (see categories above), also by the students themselves.

Permission Forms

Permission form templates which IRMTNZ branches or individual members may use can be found on pages 4 and 5.



Permission to Use Photographs/Video Form for Parents/Legal Guardians of Students under the age of 18)

Branch _____

Date of photography _____

Event and place of photography _____

To the Parent or Legal Guardian

Thank you for allowing your child to participate in our events. We very much appreciate it.

Photos/video taken at events are described below. We undertake to protect the privacy of you and your child to the best of our ability, in accordance with the IRMTNZ Privacy Policy and Code of Ethics.

Please let us know if you have concerns about the publication of your child's photos/video.

IRMTNZ REQUESTS YOUR PERMISSION to use any of these images for any legal use, including but not limited to the uses stated below.

PERMISSION:

(Please print): I _____ the parent/legal guardian of
_____ child's name (under 18)

give my permission to the **Institute of Registered Music Teachers of New Zealand** for the photos/video identified below to be used for any legal use, including but not limited to the following:

- *Illustration of an article about the event in the IRMTNZ newsletter, published online and/or in print*
- *Web content, where the article plus illustration might be posted on our website or social media*
- *Publicity*
- *Promotion of our organization*
- *Continuous Professional Development*

I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature _____ Date _____

Phone _____ Email _____

Photos, video or identifying labeled thumbnail images

[EG Photos, mid-shot/long-shot/close-up of your child performing/being tutored on their musical instrument by their own teacher/visiting masterclass tutor at the above event.]



Permission To Use Photographs/Video Form for Students aged 13 and over to sign

Branch _____

Date of photography _____

Event and place of photography _____

To the Student 13 years of age and over

Thank you for participating in our event. We very much appreciate it.

Photos/video taken at events are described below. We undertake to protect your privacy to the best of our ability, in accordance with the IRMTNZ Privacy Policy and Code of Ethics.

Please let us know if you have concerns about the publication of your photo.

IRMTNZ REQUESTS YOUR PERMISSION to use any of these images for any legal use, including but not limited to the uses stated below.

PERMISSION:

(Please print): I _____ the student's name

give my permission to the **Institute of Registered Music Teachers of New Zealand** for the photos/video identified below to be used for any legal use, including but not limited to the following:

- *Illustration of an article about the event in the IRMTNZ newsletter, published online and/or in print*
- *Web content, where the article plus illustration might be posted on our website or social media page*
- *Publicity*
- *Promotion of our organization*
- *Continuous Professional Development*

I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Student's signature _____ Date _____

Phone _____ Email _____

Photos, video or identifying labeled thumbnail images

[EG Photos, mid-shot/long-shot/close-up of you performing/being tutored on your musical instrument by your own teacher/visiting masterclass tutor at the above event.]