

Queensland Representative School Sport

Instructions to complete the Consent Form for Queensland Representative School Sport

1. Read the **Information sheet: Consent Form for Queensland Representative School Sport** (pages 1-4) and retain for your records.
2. Complete and return the **Consent Form for Queensland Representative School Sport – 2023** (pages 5-6) to the appropriate person for the level of trial you are attending:
 - a. **District Official – District Secretary**
 - b. **Regional Official – Regional School Sport Office**
 - c. **State Official – Queensland Representative School Sport Office**

Information sheet: Consent Form for Queensland Representative School Sport

Read the information below and retain for your records:

This Consent Form for Queensland Representative School Sport is designed to gain consent to collect, record, use and/or disclose selected personal information for a student participating in one or more representative school sports at District, Regional, State, National and International level, managed by Queensland Representative School Sport.

Personal information and materials covered by this form

The department may use, record, collect and/or disclose the following personal information and/or materials:

- (a) **personal information** that may identify the person in **Section A**:
 - > Name
 - > School name
 - > School year level
 - > Age
 - > Date of birth
 - > Image/photograph
 - > Sporting Organisation Personal Identification Number
 - > Recording (voices and/or video)
 - > Copyright materials (artistic works or performances)
 - > Achievement or performance results
- (b) audio-visual recordings of the individual/team, image and voice during associated sporting events
- (c) photographic recordings of the individual/team during sporting events
- (d) written materials and reports recording information about the individual/team, including written summaries
- (e) annotated samples of the individual/team sporting performance, (including video or image)
- (f) representing Indigenous knowledge or culture.



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Purpose

If consent is given in **Section B** below, the Department of Education (DoE) through Queensland Representative School Sport (QRSS) will be able to use, record, collect and/or disclose the Individual's personal information and/or materials to the relevant third-party, including sporting organisations, School Sport Australia, and/or education departments of other Australian state and territory governments for any of the following approved purposes:

- (a) Facilitation, organisation and administration of representative school sport events (often with assistance from the relevant sporting organisation or other relevant third-party)
 - Includes talent identification, grading, competition draws and timetables, publication of results, and arranging travel and accommodation associated with event participation.
 - May include disclosure of personal information to third-party providers of software programs/applications (licensed to DoE by an external provider) in order to facilitate administration of the competition. (Refer to the Third-party software and application providers in the definitions section of this form.)
- (b) Promotion of DoE, QRSS and representative school sport events
 - Includes any activities engaged in during the course of the representative school sporting events, as described in the attached letter, for purposes of public relations, promotion, advertising, presentations, publications, displays, media, promotional, marketing and communication materials and commercial activities.
 - includes recording, publishing and promotion of representative school sport events via social media, online or in printed or other forms of media as set out at <https://queenslandsschoolsport.education.qld.gov.au/about-us/events-calendar> including: any purpose, commercial or otherwise, required by operators of the websites as a condition of uploading the personal information or materials (DoE may need to accept contractual obligations that are perpetual and irrevocable in uploading material to such websites); and transfer of the personal information outside of Australia in the course of the operation of the website.
- (c) Event merchandising and memorabilia
 - Products may be complimentary (e.g. event programs) or available for purchase by participants of representative school sport events (e.g. team photographs, action photography, videography, t-shirts) which involve disclosure of personal information to external suppliers.

Third-party organisations, contractors and volunteers

Personal information and/or materials may be disclosed by DoE to the following third-parties:

- Commercial photographers and videographers
- Commercial printers and merchandise providers
- Sporting organisations as authorised by DoE
- Technical support providers
- Third-party software and application providers
- Travel agents, airlines and accommodation providers
- Non-employee volunteers as authorised by DoE to assist with facilitation, organisation and administration of representative school sport events, in roles including but not limited to coaches, managers, convenors and team marshalls.

(Refer to **Appendix 1** of this form for more detail about third-parties and other definitions.)



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Important information regarding offshore hosting

If you provide consent, DoE may disclose your personal information to third-party organisations or services. These organisations or services will include private companies hosted offshore or outside of Australia. This means that data that is entered into these third-party software and application provider sites, including the Individual's personal information, will be transferred outside Australia and stored on servers based in other countries and therefore not subject to Queensland or Australian privacy laws.

Before you complete this consent form we strongly advise that you understand the purposes for which these third-party software and application providers collect this information, what will be done with it, who else may have access to it and where the data is stored. Further information can be found on <https://queenslandschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>. refer to each application/s and website's terms and conditions and/or privacy policy.

Timeline for consent

Consent applies for the calendar year or until you decide to limit or withdraw consent.

During the school year there may be circumstances where the DoE may seek additional consent. If this consent form, or attachments are updated during the period of consent, the department will provide you with information advising of the changes or updates and seek confirmation of continued consent.

No form, no consent if you do not return the completed and signed **Consent Form for Queensland Representative School Sport - 2023**, Queensland Representative School Sport will record that consent has **NOT** been provided.

Contact details

Please contact **Queensland Representative School Sport** if you have any queries regarding this information.

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APPENDIX 1: DEFINITIONS

Approved Purposes has the meaning given in **Information sheet: Consent Form for Queensland Representative School Sport** of this Consent.

Commercial photographers and videographers are third-party contractors engaged by the department to provide photography and videography services at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. Photography and videos may be published on the commercial photographer/videographer's website for display or retail sale. A list of commercial photographers and videographers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Commercial printers and merchandise providers are third-party contractors engaged by the department to provide printed materials and merchandise at representative school sport events. They have a contract with the department, agreeing to the department's terms and conditions. A list of commercial printers and merchandise providers are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Consent, for the purposes of this form, means completing and signing Section B of the Consent Form for Queensland Representative School Sports – 2023 to give permission for the department to collect, use and disclose a student's personal information as described in the form.

The department or DoE means the Department of Education (Queensland).

Individual is the person whose Personal Information and/or Materials consent is being sought for. The Individual is identified in **Section A** of this Consent.

Materials are those specifically listed in the **Information sheet: Consent Form for Queensland Representative School Sport**.

Personal Information means information (including captured electronically in databases) and images recorded in a material form (e.g. paper) or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information that is specifically listed in **Section A** of this Consent Form for Queensland Representative School Sports – 2023.

Queensland Representative School Sport (QRSS) is the Department of Education unit that administers the representative school sport program in Queensland. Queensland Representative School Sport includes the District, Regional, State and National school sport pathway.

School Sport Australia is an incorporated association responsible for the development and promotion of school sport in Australia. School Sport Australia provides high-quality national sport championships for representative State and Territory school sports teams.

Sporting Organisations are third-party local, state and/or national organisations who administer, support and promote a specific sport. These organisations are recognised and may receive funding from the state and/or federal government. They collaborate with, and support Queensland School Sport to deliver representative school sport events.

Sporting Organisation Personal Identification Number is a number created by some Sporting Organisations, including golf (TQ number), tennis, triathlon. It is used to administer an Individual's involvement in that particular sport. A Sporting Organisation will provide the student a PIN application form for completion on registration if required. The list of representative school sports using a sporting organisation personal identification number are set out at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

Technical Support Providers are individuals/organisations engaged by the department to provide a service for the operation of the representative school sport program.

Third-party software and application providers of software and applications currently used by DoE Queensland Representative School Sport and relevant sporting organisations are set out by sports at <https://queenslandsschoolsport.education.qld.gov.au/sports-information/information-and-privacy-management>.

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Consent Form for Queensland Representative School Sport - 2023

Section A: Complete the staff details below:

Privacy Statement

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of you and your child's personal information to manage and promote district, regional, state and national representative school sports. The information will be used and disclosed by authorised departmental employees for the purposes outlined in Sections A and B. Personal information may also be used or disclosed to third-parties as authorised in **Section A** or where authorised or required by law. This information will be stored securely

Staff details

Full name of staff member

Name of School

Where the above staff member's personal information and materials are to be disclosed (e.g. in media, on display boards at events), please indicate if and how you would like your name disclosed:

If no selection is made or do not disclose name is selected, you will be assigned a code to identify you.

- Full Name
- First Name only
- Do not disclose name

If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the appropriate person for the level of trial you are officiating.

Representative School Sports

The staff member listed above is participating in the following representative school sport/s (tick as applies):

- | | | | |
|--|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Australian football | <input type="checkbox"/> Football | <input type="checkbox"/> Rugby union | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Futsal | <input type="checkbox"/> Rugby 7's | <input type="checkbox"/> Touch football |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Softball | <input type="checkbox"/> Track and field |
| <input type="checkbox"/> Cricket | <input type="checkbox"/> Hockey | <input type="checkbox"/> Squash | <input type="checkbox"/> Triathlon and Aquathlon |
| <input type="checkbox"/> Cross country | <input type="checkbox"/> Netball | <input type="checkbox"/> Surfing | <input type="checkbox"/> Volleyball |
| | <input type="checkbox"/> Rugby league | <input type="checkbox"/> Swimming | <input type="checkbox"/> Water polo |



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Section B: Complete the details below:

Consent options – Select Option 1: YES or Option 2: NO

Option 1: YES. I provide my consent.

By indicating YES (above), I consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials for the Approved Purposes identified in **Section A**.

I acknowledge that I will not be paid for giving this consent nor will a payment be made for the use of personal information or material.

By signing, I also agree that this Consent Form is a legally binding and enforceable agreement between the consenter, DoE and the State. For the benefit of having the materials (detailed in **Information sheet: Consent Form for Queensland Representative School Sport**) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify DoE of any third-party intellectual property incorporated into the licensed materials.

Consent applies for **this calendar year** or until you decide to limit or withdraw consent.

Option 2: NO. I do not provide my consent.

By indicating NO (above), I do not consent to DoE recording, using and/ or disclosing (publishing) the personal information and materials for the Approved Purposes identified in **Section A**.

Name, date and signature of Consenter – Please complete

Name of consenter

Signature

Date