



PRIVACY NOTICE AND CONSENT FORM: THE FORGE

Section 1 - Privacy Notice

1. The Department of Defence (Defence) must comply with the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (Privacy Act), which govern the handling personal information. This privacy notice is provided in accordance with APP 5 and explains how Defence will handle the personal information it collects during the videography and/or photography shoot outlined below.
2. Defence proposes to collect the personal information of individuals in a videography production, for its external knowledge and learning platform, 'The Forge' (The Forge).
3. More specifically, Defence may use and/or disclose the personal information collected for any or all of the following purposes for a period of up to 10 years:
 - a. Publication on 'The Forge' website (<https://theforge.defence.gov.au/>) to provide Defence-specific educational content to the broader community.
 - b. Defence media releases, public relation materials and departmental publications about The Forge. This may include promotional articles and advertisements in newspapers, magazines, television and radio. It may also include publication in Defence's annual reports and departmental posters, brochures, and booklets.
4. Your personal information may also be used or disclosed where it is required or authorised under the Privacy Act or another Australian law.
5. The personal information proposed to be collected by Defence includes video imagery, audio, rank, full name, job role.
6. Where personal information is published online, it will be accessible to individuals and entities within Australia and overseas countries. Defence may be unable to control how others use or disclose the personal information and the individual may not always be able to complain or seek redress for how others in overseas countries use and disclose their personal information. By consenting, the individual acknowledges that the personal information may be accessible by individuals or entities overseas and that APP 8.1 in Schedule 1 of the Privacy Act, relating to overseas disclosure, will not apply. This means that Defence is not required to take reasonable steps to ensure that an individual or entity located overseas handles the personal information in compliance with the APPs. If the individual consents, Defence would not be accountable under the Privacy Act and the individual will not be able to seek redress under the Privacy Act.
7. Participation in creation of content for The Forge is voluntary and there is no obligation to consent to the collection, use and disclosure of your personal information by Defence. In the event that your personal information is not collected, you will be unable to partake in the photo and video shoots and you will not feature in The Forge's materials and publications specified in paragraph 3 of this notice.
8. Defence's Privacy Policy (<https://www.defence.gov.au/about/governance/privacy-policy>) contains information about how Defence may collect, store, use and disclose your personal information consistent with the APPs. In addition, the privacy policy contains information about how individuals may access personal information held by Defence and how individuals can seek correction of such information. The privacy policy also contains information about how individuals can complain about a breach of the APPs and how Defence will deal with such a complaint. If you have any questions about this notice, you may contact Defence Privacy via defence.privacy@defence.gov.au.

Section 2 - Consent Form

A. Participant's consent (if over 15)

I _____ (*insert name*) of _____
(*insert address*) consent to the Department of Defence (Defence), using and disclosing my personal information in the ways outlined in section 1 of this document for the purposes also outlined in section 1.

By providing consent, I acknowledge that:

- a. If a person or entity in an overseas country views my personal information contained within the images, videos or audio files published online and handles it in breach of the Australian Privacy Principles (APPs), Defence will not be accountable under the *Privacy Act 1988* (Cth) (Privacy Act); and
- b. I will not be able to seek redress under the Privacy Act if a person or entity overseas handles my personal information in breach of the APPs.

I acknowledge that all intellectual property rights, including moral rights, from my appearance in any publication are the absolute property of the Commonwealth. I understand that Australian Government agencies are required to authorise use of copyrighted public sector information under creative commons licence wherever possible. I acknowledge that there is no limit to the number of times the images and videos may be published, printed or reproduced,

I understand that there is no obligation to provide consent for the collection, use and disclosure of my personal information in the manner listed in section 1 of this form. My consent can be withdrawn at any time.

My Signature: _____

B. Parent/Guardian's consent (if under 18)

I _____ (*insert name*) of _____
(*insert address*) consent to the Department of Defence (Defence) collecting, using and disclosing the personal information of my child _____ (*insert name of child*) in the ways outlined in section 1 of this document for the purposes also outlined in section 1.

By providing consent, I acknowledge that:

- c. If a person or entity in an overseas country views the personal information of my child contained within the images, videos or audio files published online and handles it in breach of the Australian Privacy Principles (APPs), Defence will not be accountable under the *Privacy Act 1988* (Cth) (Privacy Act); and
- d. I will not be able to seek redress under the Privacy Act if a person or entity overseas handles the personal information of my child in breach of the APPs.

I acknowledge that all intellectual property rights, including moral rights, from my child's appearance in any publication are the absolute property of the Commonwealth. I understand that Australian Government agencies are required to authorise use of copyrighted public sector information under creative commons licence wherever possible. I acknowledge that there is no limit to the number of times the images may be printed or reproduced,

I understand that there is no obligation to provide consent for the collection, use and disclosure of the personal information of my child in the manner listed in section 1 of this form. My consent can be withdrawn at any time.

Parent/Guardian's Signature: _____