



Janison best practices policy for taking and using photos and videos of children and young persons

Janison pursues a best practice policy when taking, storing, and using images or videos of children and young persons for marketing and other Janison related activities.

- Janison has developed and displays here our policy on obtaining and publishing images of children and young persons, including what is considered appropriate behaviour when obtaining photographs using a camera, mobile phone, or video.
- Janison will always obtain permission from the parent or guardian and the child if the child is over the age of 15 years. Where the child is younger than 15 years, only the parent's permission will be obtained.
- Wherever possible Janison will clearly outline the purpose of using the image, how it is going to be used and for how long.
- Janison will only use images of children that are relevant to Janison's activities and services, such as children participating in an activity specifically organised by or associated with Janison. These will include but are not limited to using testimonials from school pupils in our advertising and marketing materials and publicity through printed material, Janison website, Intranet and Internet sites, and Janison official social media platforms. Janison will make sure professional photographers are aware that any images taken will remain the property of Janison and will not be able to be used or sold for other purposes. Any digital images by the professional photographer will be destroyed or handed over to Janison.
- Janison will use its best endeavours to ensure that professional photographers will not be permitted to have unsupervised or individual access to children in events organised by Janison.
- Janison may use the name of the child's school or images identifying the school (with the school's approval) in its marketing materials.

ICAS Assessments is a wholly owned enterprise of Janison Solutions Pty Ltd and is a provider of educational assessments and competitions for schools, including ICAS

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Level 1, 80 Bay Street, Ultimo NSW 2007, Australia



- Janison will ensure that, other than as specifically permitted by a parent, guardian, or a young person over 15 years; no identifying personal information accompanying photographs, such as the child's full name, personal contact information, such as address or telephone number, will be displayed on any marketing materials.
- Janison will not display any personal information about children's interests, likes or dislikes, school, etc. to avoid this information being misused.
- If your image appears in a photo posted or tagged by another person on the Janison Facebook ICAS page and you do not wish for the image to remain public, please contact us at privacy@janison.com to arrange for the image to be removed.
- Parents, students, teachers, or other persons who have concerns or complaints regarding the use of images or behaviour in obtaining images should contact the Privacy Officer at Janison - email: privacy@janison.com; phone: 1300 857 687; or by writing to Legal and Compliance Team, Janison Solutions Pty Ltd, Level 1, 80 Bay Street, Ultimo NSW 2007.

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