

PERMISSION FORM (LITERACY BUDDIES®)

Dear Parent/Guardian,

This year your child will be participating in Ardoch's highly successful Ardoch Literacy Buddies® program. The program matches Big Buddies (workplace volunteers) with Little Buddies (school children) who exchange letters and meet twice a year. It aims to encourage students to improve their reading and writing skills, and provides meaningful interactions with positive working role models.

All workplace volunteers adhere to child safety guidelines, including compulsory Working with Children Checks/Blue Cards, no exchanging of sensitive personal information, and all letters between the Big Buddies and Little Buddies are screened by Ardoch prior to exchange.

Occasionally, in the course of running its programs, Ardoch will collect, use and disclose photographs, film, letters or other content (which may feature your child), for promotional purposes (**Content**). Details of the way in which Ardoch collects, uses, and discloses such Content are contained within Ardoch's Content Permissions Policy, a copy of which is available at your child's school or on Ardoch's website. If you have any queries or concerns, please contact your child's teacher at the school, or contact Ardoch directly (contact details overleaf).

LITERACY BUDDIES® PROGRAM 2022

Please return to your child's class teacher within 2 weeks.

DECLARATION

I give permission for the Content (including images and film footage in which my child appears, and letters or blogs either they have written or their Big Buddy partner has written), to be used by Ardoch for publications and public relations activities, in accordance with Ardoch's Content Permissions Policy. In particular, I note that this may include use in print and electronic media, including on the internet and on social media platforms such as YouTube, Facebook and Twitter, and may include some limited disclosure to third party organisations that support Ardoch's charitable work (such as corporate sponsors and other charitable foundations), for use by those organisations for similar purposes. To the extent that I or my child own copyright in any such content, I also grant to Ardoch the copyright licence described further overleaf.

I have read and understand this notice, and consent to the collection, use and disclosure of the Content.

Please tick here if you DO wish your child's content to be included in:

- Ardoch collateral (including Annual Reports, reports, newsletters, brochures, posters);
- Ardoch marketing and fundraising;
- Ardoch's and its partners' websites & social media pages;
- Supporters' websites and publications;
- Articles in newspapers and magazines; and
- Those uses set out in more detail in Ardoch's Content Permissions Policy.

By signing this permission form, I give Ardoch permission to collect, use and disclose the Content, for the purposes set out above.

Name of student:

School name:

Parent/guardian's name:

Parent/guardian's signature:

Date:

For more information about Ardoch's use of content, and details of the copyright licence you are granting to Ardoch, please see overleaf.

ARDOCH'S USE OF CONTENT

Ardoch Limited (ABN 48 119 813 188) ("**Ardoch**") is a children's charity providing educational support for children and young people experiencing disadvantage. Our vision is that every child's potential is realised through full participation in education.

Ardoch produces publications, and runs fundraising campaigns from time to time, for the purposes of:

- publicising the programs and services of the organisation independently and in conjunction with other agencies;
- informing stakeholders of changes and events in Ardoch's areas of work; and
- familiarising the public with the role and purpose of Ardoch.

Achieving these purposes involves the production and distribution of promotional material (which may involve reproducing, adapting, publishing and communicating to the public the Content) through such media as:

- external publications, such as newspapers and magazines;
- both printed and electronic copies of Ardoch's publications, such as annual reports; program, regional and school reports prepared by Ardoch; funder reports and applications; Ardoch office displays, posters and brochures; recognition awards given by Ardoch; activity booklets; and other publications of a similar nature;
- television and radio segments or advertisements;
- Ardoch's intranet and Internet websites, and profiles/webpages controlled by Ardoch on social media platforms, such as YouTube, Facebook and Twitter, and blog websites that Ardoch has incorporated into its programs;
- email or printed correspondence sent by Ardoch to people who may be interested in supporting Ardoch's charitable work; and
- occasionally, and only with Ardoch's prior permission, through publications by Ardoch's partner organisations (such as corporate sponsors and other charitable foundations), for use by those organisations for similar purposes.

Ardoch will never use any Content that depicts, or appears to depict, a demeaning representation of any child or young person.

Before Ardoch reproduces, adapts, publishes or discloses any letters or blogs written by, or addressed to, your child, Ardoch will:

- Remove your child's name (or substitute their real name with a fake name); and
- Remove any information that could reasonably lead to discerning your child's identity.

Further details of the way in which Ardoch collects, uses, and discloses Content are contained within Ardoch's Content Permissions Policy, a copy of which is available at your child's school or on Ardoch's website, here:

<https://www.ardoch.org.au/about/our-policies>.

Copyright:

In order to use Content for the purposes set out in this Content Permission Form and in Ardoch's Content Permissions Policy, Ardoch may require a copyright licence from you, on behalf of your child.

By signing this form, to the extent that you or your child own copyright in any such Content (such as the letters your child has written), you grant to Ardoch a worldwide, royalty-free, sub-licensable and irrevocable licence to all of the intellectual property rights in any such Content (including the right to reproduce, publish, adapt, communicate to the public, and cause the Content to be seen in public).

Please complete the permission form to enable your child to participate in the program. If you have any questions about this permission form, or about Ardoch's programs more generally, please contact us at:

LiteracyBuddies@ardoch.org.au, or via our website, at www.ardoch.org.au.