**COLLECTION NOTICE**

**TEMPLATE FOR PARENTS, TEACHERS AND PRINCIPALS**

*[Insert Your Organisation Letterhead]*

As part of the research, recordings of students’ or teachers’ (*delete which is not applicable)* voices and photographic/digital images (*delete which is not applicable*) will occur.

The voice recordings will be taken by (*specify the equipment, methodology, anticipated duration* *and persons involved).*

Images will be taken by (*specify the equipment, methodology, anticipated duration and persons* *involved*). The images will include (*specify head, full body, rear view, still, video etc or any techniques to conceal identity of student such as pixilation of face etc*).

For students who do not have permission for recordings or images to be taken, the following procedures will be put in place to ensure their privacy (*specify procedures*).

The recordings and images (*delete which is not applicable*) will be stored (*indicate how they will be* *stored securely*) and accessible only to (*specify persons*). After a period of (*specify number of years)* they will be destroyed (*specify how*).

The recordings or images (*delete which is not applicable*) will not be passed on to any other party (*if* t*hey are, specify to whom and why*).

The recordings or images (*delete which is not applicable*) will be used in the following ways *(specify all public and private uses such as for private research; seminars; conferences; publications; commercial purposes; website or other online displays; posters; media; advertising; teaching and training; or any other public use)*