



Australian Government



Australian Small Business and Family Enterprise Ombudsman

Australian Small Business and Family Enterprise Ombudsman Adult Media Consent Form

I(full name) give permission for the Office of the Australian Small Business and Family Enterprise Ombudsman (ASBFEO) to take, or have taken by others, collect, store, make copies and publish my (tick as appropriate):

- photographs, digital images, video footage and audio Yes No
- name and organisation Yes No
- comments extracted from interview(s) Yes No
- group/organisation logo and/or signage Yes No

in any form, in whole or in part, and distribute them in any medium, including, but not limited to:

- reports, brochures, fact sheets, and case studies;
- print, electronic, cinematography and/or video media, and other multimedia;
- internet, including on websites and social media platforms; and
- CD-ROMs, electronic storage devices or databases.

I consent to my personal information, including images, being developed into a new product/s (**Product**) by the ASBFEO and/or other Commonwealth agencies to promote and raise awareness of the work/projects underway in relation to small and family business and work of the ASBFEO.

I understand that my personal information may be disclosed by the ASBFEO to:

- employees and contractors of the ASBFEO;
- other Commonwealth agencies and entities;
- external parties engaged by the ASBFEO to assist in the development of promotional materials ;
- the media;
- the general public; and
- overseas recipients (in the course of being published on the internet).

I understand that:

- my personal information, including images, may enable the readers and/or viewers to identify me;
- if my personal information, including images, is published on the internet the ASBFEO has no control over its subsequent use and disclosure; and
- my consent to the disclosure of my personal information means that subclause 8.1 of the *Australian Privacy Principles* (which relates to the disclosure of information to overseas recipients) will not apply to the disclosure of my personal information.

I confirm that the Commonwealth owns the Intellectual Property Rights in the Product. I must not do or permit another person to do anything which may damage or endanger the Commonwealth's Intellectual Property Rights.

Please confirm if any images/video footage/audio/logos being provided carry copyright, or may otherwise be restricted from being used in for the purposes listed above, and if so, specify which image(s) and the relevant restrictions.

The ASBFEO may request a licence to permit the lawful use of the image(s).

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The ASBFEO operates in accordance with the *Australian Small Business and Family Enterprise Ombudsman Act 2015*. ASBFEO's Privacy Policy gives more detail about how the ASBFEO manages personal information. It outlines how you may access your personal information the ASBFEO holds and seek the correction of it. The policy also provides information on how an individual may complain about a breach of the Australian Privacy Principles and how the complaint will be dealt with. A copy of the ASBFEO's Privacy Policy is available on the ASBFEO's website at: <https://asbfeo.gov.au/privacy>

Personal information obtained will be stored and held in accordance with ASBFEO's obligations under the *Archives Act 1983* (Cth) and *Privacy Act 1988* (Cth).

Full name:.....

Signature: Date:.....

If you wish to withdraw your publication consent at a future date, please email info@asbfeo.gov.au and include a copy of this consent form and of the image or information for which you are withdrawing consent.

Name/Organisation (for publication)

My name and organisation as they are to appear in the above mentioned printed and/or digital materials are as follows:

Full name:
Position:
Organisation:

Contact details (not for publication)

Email:..... Phone:

I confirm that I have the authority and give consent on behalf of each person from my organisation whose images or quotes may be published.

Please note: you may only provide consent on behalf of individual(s) for whom you can confirm consent is granted.

Yes No or individual consents follow:

Full name:

Position:

Signature:Date:

Full name:

Position:

Signature:Date:

Please attach further names on a blank sheet if needed.