**[INSERT ORGANISATION NAME]**

**Photograph and video privacy notice and consent form**

**Privacy notice**

***Introduction***

At the [INSERT NAME] where we are planning to use an image (photograph or video) for information or promotional purposes, consent is always obtained.

We are committed to ensuring that photographs and videos are protected in accordance with data protection laws and used in line with your expectations.

This privacy notice and consent form explains why we are seeking your consent, how we use it, your right to withdraw consent over your images (photographs and video) and the procedures we have in place to protect them.

When we refer to “we”, “us” or “our”, we mean the [INSERT NAME]. Our full legal information as a data controller, is:

The [INSERT NAME] is a Registered UK Charity (INSERT NUMBER). The registered address is [INSERT ADDRESS].

***What personal information would we like to collect and how will it be used?***

With your consent we would like to take photographs and videos of you to use on our social media platforms (including our website) in order to promote the work of [INSERT NAME]. The images will be available to be viewed by the general public.

***What is the legal basis for collecting it?***

Your explicit consent is required for us to obtain and use images (photographs and video) of you.

***Who we share the images with?***

We will never provide copies of the original digital images taken. However, they will be available to be viewed by the general public in line with the consent you have given. We will not include your full name against any of the images taken (unless you have consented to us doing so).

***How do we protect your images?***

We take the security of your images seriously. We have internal policies and strict controls in place to try to ensure that the original digital images are not lost, misused and to prevent unauthorised access.

***Where do we store your images?***

All of the original digital images taken by us are stored on secure computer systems or secure electronic devises located in the UK.

***How long do we retain your data?***

We retain your images to be used on our social media platforms for as long as it is necessary.

***Your rights with respect to your images***

As a data subject, you have a number of rights. You can:

* Withdraw your consent at any time;
* Request that we delete the images of your child; and
* Request that we send you a digital copy of the images;

If you wish to exercise any of these rights at any time, please contact (XY) at (XY email).

***Complaints***

If you have a concern about how your child’s images are being used, please raise a complaint with our compliance team at [INSERT EMAIL].

If you are concerned about the way your child’s images are being handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

[MONTH] 2019

**[INSERT NAME]**

**Photograph and video consent form**

**Consent form**

The images (photographs and video) will only be used by the [INSERT NAME] for use on social media.

**Name:**

**Consent:**

I understand that there will be no payment for providing consent to use my images.

I consent for my images to be used for the following purposes. Please tick the boxes where you wish to give your consent to the [INSERT NAME] using your images.

🞏 yes 🞏 no for use on [INSERT NAME] social media platforms (Twitter, Facebook and Instagram)

🞏 yes 🞏 no for use on [INSERT NAME] website

🞏 yes 🞏 no for my name to be stated when the images are uploaded

**Signature:**

**Date:**

For office use

**Image reference no.**

**Date images to be securely deleted:**