**PHOTOGRAPH CONSENT FORM:**

**TO BE FILLED IN BY THE SUBJECT OF THE PHOTOGRAPH**

**Corbett Portraits Photo Competition 2014**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where Photograph is taken\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The Corbett Society* would like to use your photograph as part of a photographic competition called “Corbett Portraits”. As well as being entered into the Competition, these images may be sent out to the media with a press release, used for our publications or on our website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs. Please answer the question below and sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

**I grant permission for the photograph(s) to be used by The Corbett Society for the competition, in a book and for publicity purposes.**

**I have read and understood the conditions of use overleaf.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (block capitals)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please hand the form to the photographer**

**(Photographer must scan or take a picture of this form and send it in with their photos and entry form)**

**Photo Consent Conditions of Use**

**Corbett Portraits Photo Competition 2014**

**Guidelines for Obtaining, Storage and Handling of Identifiable Images**

Data Protection procedures mean that the entitlement to privacy is essential and strict guidelines exist, when handling and storing information in any form concerning individuals. To ensure this, the express permission of individuals must be obtained when filming or photographing individuals or groups, when it is possible to identify that individual. They must also be informed of the reasons for taking the film or photograph, and how and where the image(s) will be used. Specific forms have been drawn up to ensure that permission has been given for the handling and storage of images.

The following are guidelines on how to use the form, but at all times bear in mind common sense. e.g. - if photographing a field and someone happens to be walking across this but their face cannot be seen it may not be necessary to complete a form.

**Use of Photographs**

* People in photos are giving consent to their images being used by The Corbett Society to promote their work and the work of community groups and volunteering.
* Images may be used in annual reports, on webpages, in newsletters and organisational publicity.
* Addresses will not be disclosed in detail, but we may state e.g. ‘John Smith from Catford’ etc.
* Personal e-mail, telephone or fax numbers will not be disclosed.

**Taking photos**

* If people are identifiable (even if in a large street scene for example) permission is required from all persons
* Inform the group/individual that images will be used in context
* Ensure a consent form has been signed
* If a specific house/property is being identified permission from the owner must be sought

**Children and Vulnerable adults**

• Permission must be sought from parent and/or carer and a consent form must be signed.

**Storage of images**

A scanned image of the consent form or a text file will be placed in the relevant folder with the image, recording where the photo was taken, why it was taken (for the competition) and who (in the image or parent/guardian) gave permission for it to be taken.