

Consent form for use by schools

To Name of the child's
parent or guardian: _____

Name of child: _____

School: _____

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please circle your answer



May we use your child's photograph in the school Prospectus and other printed publications that we produce for promotional purposes? **Yes / No**

May we use your child's image on our website? **Yes / No**

May we record your child's image on video or Webcam? **Yes / No**

Are you happy for your child to appear in the media? **Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent's or
guardian's signature: _____ Date: _____

Name (capitals): _____

Conditions of use

This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Consent form for Council staff commissioning photography

To Name of parent or Guardian: _____

or Headteacher's name: _____

Name of child: _____

School the child attends (if applicable): _____

Location of photograph: _____

The City & County of Swansea would like to *take photographs / *make a video recording of your *child / *children for promotional purposes. These images may appear in our printed publications, on video, on our website, or on all three. (*delete as appropriate.)

To comply with the Data Protection Act 1998, we need your permission before we take any images of your *child / *children. Please answer questions then sign and date the form where shown. **Please return the completed form to:**

(Insert name of the person commissioning the photography and the return address.)

If photographs or recordings of school groups are organised and individual children cannot be easily identified, headteachers must find out whether any parents do not want their child to be in the photograph. **Headteachers should return the completed form to the address shown above.**

Please circle



To the parent

your answer

May we use your child's image in our printed promotional publications? **Yes / No**

May we use your child's image on our website? **Yes / No**

May we record your child's image on our promotional videos? **Yes / No**



To the headteacher

I have checked which parents are happy for their children's images to be used in the City & County of Swansea printed publications, on its website, on video, or an all three.

Yes / No

Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. Please also note the conditions for using these images on the back of this form.

I have read and understood the conditions of use on the back of this form.

Signature: _____ Date: _____

Your name: _____

(In block capitals)

Conditions of use

This form is valid for *two years from the date of signing / *for this project only. The consent will automatically expire after this time.

We will not re-use any images *after this time / *after the project is completed.

We will not include details or full names (which means first name and surname) of any child or adult in an image on video, on our website, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we will not include the full name of a model used in promotional literature.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our website or in printed publications.

If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a pupil is named in the text, we will not use a photograph of that child to accompany the article without good reason. For example, we may include a picture and full name of a competition prize winner if we have their consent. However, we will not include a picture and full name of a model used in promotional literature.

We may use group or class images with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Please delete the option that does not apply.*

Consent form for Council staff commissioning photography

To Name: _____

Address: _____

Contact tel no: _____

Location of photograph: _____

The City & County of Swansea would like to *take your photograph / *make a video/webcam recording of you for promotional purposes. These images may appear in our printed publications, on video, on our website, or an all three. *
(*Please delete as appropriate.)

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

Please return the completed form to:

(Insert the name of the staff member commissioning the photography and the return address.)



Please circle

your answer

May we use your image in printed publications produced by the Council for promotional purposes?

Yes / No

May we use your image on our website?

Yes / No

May we record your image on our promotional videos?

Yes / No

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies. Please also note that the conditions for use of these images are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Your signature: _____ Date: _____

Your name (capitals): _____

Conditions of use

This form is valid for *two years from the date of signing / *for this project only. Your consent will automatically expire after this time.

We will not re-use any images *after this time / *after the project is completed. We will not include details or full names (which means first name and surname) of any person in an image on our website, on video, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we will not include the full name of a model used in promotional literature.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.

**Please delete the option that does not apply.*

Verbal consent form

Name of the project: _____


Name of the photographer or recorder: _____

Photographer's address: _____

(Insert the name of the person to be photographed/recorded.)

has verbally agreed to have their *photograph taken / *be videoed.

Contact tel no: _____

 In accordance with the Data Protection Act 1998, I have explained that:	<i>Please tick the correct box</i>	
	Yes	No
We may use these images in printed publications produced by the City & County of Swansea for promotional purposes.		
We may use these images on our website, and it is understood that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies.		
May we use these images in promotional videos?		
This form is valid for *two years from the date of signing / *for this project only.		
We will not re-use any images *after this time / *after the project is completed. Your consent automatically expires at that point.		
We will not include details or full names (which means first name and surname) of any person, in an image on video, on our website or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we would not include the full name of a model used in promotional literature.		
We will not include personal e-mail or postal addresses, or telephone or fax numbers, on our website or in printed publications		

Your signature: _____ Date: _____

**Please delete the options that do not apply.*

Consent form for using photographs of Council staff on internet and Intranet

To Name (block capitals): _____

Department: _____

Section: _____

Description: _____

Location of photograph: _____

The department would like to use your photograph for staff recognition purposes. These images will appear on our web page. This page appears on the intranet only / internet. (**Delete as appropriate.*)

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

Please return the completed form, even if you have chosen not to give your consent, to:



May we use your image on our web pages?

*Please circle
your answer*

Intranet only, accessible by my department only.

Yes / No

Intranet only, accessible by everyone on the intranet.

Yes / No

The Council's website, viewable by anyone in the world.

Yes / No

Please confirm that you have read and understand the conditions for use, and the notes relating to the eight principles of the Data Protection Act, that are found on the back of this form.

I have read and understood the conditions of use on the back of this form. I confirm that I understand publication of my picture on the City & County of Swansea Council's intranet will mean that my picture will be viewable by those with access to the intranet alongside my job title and business contact details and consent to such processing of my personal data. Equally, I understand that if my picture and details are placed on the internet that potentially this will be accessible by anyone in the world with internet access.

Your signature: _____ Date: _____

Conditions of use

This form is valid for *this project only / *the duration of your employment with this department. (**Please delete as appropriate.*)

Your consent will automatically not apply to any other usage of the photos if you choose to give consent for this project only.

Images must only be used in circumstances where consent has been given.

Signed consent must be given for images to appear on the intranet or the internet (viewable by potentially anyone), or they cannot be published in this way.

Under the 1998 Data Protection Act your rights include:

- in accordance with principle 1 of the Act, your consent (to the publication of your photo) can be withdrawn at any time
- in accordance with principle 2 of the Act, your photo will not be used for any other purpose without your further consent
- in accordance with principle 4 of the Act, your personal data will be accurately maintained and kept up to date
- in accordance with principle 5 of the Act, publication of your photo will cease and all electronic copies will be deleted when you leave the Council
- in accordance with principle 8 of the Act, your photo will not be published on the internet without your further explicit consent.