This PHOTOGRAPHIC AND VIDEO CONSENT form must be completed before photography and/or video filming takes place. We cannot publish any images unless the form has been signed. The Zoom session will be recorded for documentary purposes but young people participating will not be allowed to record or share information from this session. Any photographic and video images may be used on Quaker and Moving Souls Dance (MSD) website, facebook or Instagram accounts only with consent from individuals. We need to receive appropriate consent from any person represented in the images.

**For completion by subject of photograph:**

**Note:** By completing this form, you give us full permission to use these images and any personal information in our marketing materials and media applications.

I confirm that I have read the guidelines and understood the use of the photographic and/or video images:

* I hereby grant Central England Quakers CEQ and MSD and any assignees or licensees the absolute right to use the images resulting from the photography and/or video filming (to be undertaken at present and in the future), and any reproductions or adaptations of the images for any purposes in relation to the work of the Loving Earth Poetry project including, without limitation; the right to use them in printed and internet publications; advertisements; audiovisual and electronic materials; display materials; and media work on broadcast, print and social media and any other media which Quakers & MSD deems appropriate throughout the world.
* I understand that I do not own the copyright or have any rights of ownership or other claim over the images.
* I understand that the images will be identified with my name unless I specifically disagree for my name to be used,
* I will not make any claim in relation to privacy, defamation or passing off in relation to any uses of the images within the scope of this consent.
* I understand that CEQ and MSD will keep all the images in its photo library and use them for such period as it deems fit, and will move them into its image archive for posterity once they are no longer appropriate.

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| **Your details** *(to be completed by the individual who is the subject or by the consenting parent or legal guardian of the subject)*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | First name |  | | | | Last name |  | | | Address |  | | | | | | | |  | | | | | Postcode |  | | Telephone |  | | Email |  | | | | | Signature  *(insert your name if emailed)* | |  | | | | Date  *(dd/mm/yyyy)* |  | | ❒ Please tick the box if you **DO NOT** grant us your permission to use your name or the name of your child or the person in your care in our marketing materials and media applications. | | | | | | | |   **Details of your child or the child in your care** *(to be completed by the consenting parent or legal guardian of the subject)*   |  |  |  |  | | --- | --- | --- | --- | | First name |  | Last name |  |   Just to let you know that we will hold the information you give us securely. We will not share your information with other companies outside CEQ and MSD without your permission. We would like to keep in touch with you to let you know about the work we do, our productions and our services. You can tell us anytime if you no longer want us to keep in touch with you.  ❒ Please tick the box if you **DO NOT** wish us to do this. |

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| **To be filled out by Photographer** | Name of photographer/ videographer: |  | Photo name or identifying feature: |  |
| ❒ I have fully discussed the content of this form with the subject and/or parent or legal guardian. | | | |

**GUIDELINES**

Completion of this form is required before photography and/or video filming takes place.

**POLICY STATEMENT**

It is CEQ policy where we are planning to use photographic and video images for materials in the public domain that consent must be obtained from the appropriate person as set out in the Photography & Video Film Consent Form.

**PURPOSE**

The purpose of the consent form is to provide information to the person giving consent so that he/she can make an informed decision and to be clear about which areas of work his/her consent applies to. This form must be completed by; the subject in the photographic and/or video film or the parent or legal guardian of the participant (below 18) before photography and/or video filming takes place.

**WHY DO WE NEED IMAGES?**

We need to take photographs and video film to help promote our work. As such we are asking you, your child and/or the person in your care to appear in publicity materials to help raise awareness of our services, fundraising events and campaigns. The image of you, your child and/or the person in your care will help us continue to promote our work and provide community and educational services.

**WHO SHOULD READ THIS FORM?**

Those asked to give consent including children and young people, parents, legal guardians and subjects of photographic and video images, CEQ volunteers.

**HOW ARE IMAGES USED?**

We use images in a range of marketing materials and media applications to promote Junior Young Friends as a whole and/or to illustrate particular areas of our work. This includes printed and internet publications; advertisements; audiovisual and electronic materials; display materials; and media work on broadcast, print and social media and any other media which CEQ deems appropriate throughout the world.

**HOW LONG DOES CONSENT LAST?**

Your consent is for an indefinite period i.e. with no time limit. However you reserve the rights to change or withdraw your consent at any time by notifying CEQ in writing. Nonetheless we are unable to withdraw images already published.

**WHO CAN GIVE CONSENT?**

It is good practice to involve children, young people and adults in the consent process of their images. Under the following circumstances, consent of the person in the image (hereinafter, the subject) is required:

|  |  |  |
| --- | --- | --- |
| Age of subjects | Consenting parties | Remarks |
| 18 and above | Subjects themselves | Subjects with sufficient understanding of the consent process and its implication |
| Below 18 | Parent or legal guardian of subjects | Inform subjects how their images may be used and be responsive to their feelings and respect their wishes |

**IMAGES WHERE THE SUBJECT’S FACE CANNOT BE SEEN OR IS OBSCURED:**

Written consent is still required, as it is likely that the subject is recognisable by his/her family and friends.

**WHO KEEPS THE FORMS AND IMAGES?**

All images are stored in our photo library by CEQ and MSD for such period as it deems fit and moved into the image archive for posterity once they are no longer appropriate.