



PHOTOGRAPHY & FILM CONSENT FORM 2020-21

Full Name PLEASE PRINT								
Date of Birth	Day:		Month		Year		Age:	
<p>St Andrew's Club has an Information Governance Policy which staff follow at all times. (Please ask if you wish to see a copy of it, or it is available on our website). Please read the Photographic or Video Image Policy overleaf.</p> <p>If you are 18 or over, or are a Parent/ Guardian of a Club member who is under 18, by signing this form, giving verbal agreement by phone or agreement by email, you give consent for St Andrew's Club to use any photographs/video footage of you/ your child for the Club website, publications and Social Media channels, as well as in occasional press coverage of the work of the Club. We may also use photographs/video footage to report back to funders on how their funds have been spent we regularly provide photos/ videos of Club life and projects involving members.</p> <p>You confirm that you understand publication of your/your child's picture/video footage on our website, publications and Social Media channels will mean that your/your child's picture/video footage will be viewable by those with access to the internet and you consent to such processing of your/your child's personal data.</p> <p>St Andrew's Club will retain copyright of the material we obtain from you/ your child and will never allow it to be used for commercial purposes. St Andrew's Club is registered under the Data Protection laws in the UK. We treat your/ your child's personal information very seriously and take all reasonable care to prevent unauthorised access to your/your child's personal data.</p>								
I freely give consent to the processing of the personal information for the member detailed above. Please tick either the Yes or No box.					YES			
I do not give consent to the processing of the personal information for the member detailed above. Please tick either the Yes or No box.					NO			
<p>By signing this form you are giving your consent for the above uses, if you have ticked the YES box.</p> <p>I confirm that before signing this Consent Form I was informed of my right to withdraw my consent at any time. This will not affect any processing undertaken by St Andrew's Club prior to my withdrawal.</p>								
<p>I confirm that I am at least 18 years old. Members under 18 years will need a Parent/Guardian to sign this form.</p> <p>NAME OF SIGNATORY IF 18 OR OVER, OR NAME OF PARENT/ GUARDIAN:</p> <p>.....</p> <p>SIGNATURE: DATE:</p>								



St Andrew's Club
Photographic or Video Image Policy
September 2020

1. Purpose

St Andrew's Club's is a voluntary funded charitable organisation, relying heavily on funding from grant giving organisations, individuals, corporates and fundraising events. To report back to funders on how their funds have been spent we regularly provide photos/ videos of Club life and projects involving members. We also use those photos/ videos to illustrate the work of the Club on the Club's website, in our publications and Social Media channels, as well as in occasional press coverage of the work of the Club. This means those images/ video footage will be viewable by those with access to the internet.

2. Introduction

This policy outlines how those photos/ videos of members, for which consent has been given overleaf on the PHOTOGRAPHY & FILM CONSENT FORM 2020-21 by a member aged 18 or over, or by a parent/ guardian if aged under 18, may be taken and used.

- Photographs and video recordings can be made of any Club activity using Club cameras and equipment.
- If staff take images or record on their personal phones or devices, the images or recordings should be transferred via an encrypted service (i.e. WhatsApp) to the appropriate Club device as soon as possible then deleted from the personal device – the images/recordings must not be shared outside of the organisation from the personal device.
- Once photographs or images are recorded they must not be used, shared, published or distributed in any way whatsoever until the people in the photographs or images, or their parent/ guardian have given their specific permission for their use.
- If the individual in the photograph / image is 18 years of age or over they can give their own consent / permission for the photograph / image to be used.
- If the individual in the photograph / image is under the age of 18 years consent / permission must be given by their parent / legal guardian / individual over 18 years of age who has the parent or guardian permission to give such consent.

3. Procedure

- Photographs or images must be taken on Club equipment where possible.
- Each and every person in the photograph or image must be identified.
- Check that consent has been given for each and every person identified in the photograph or image.
- Consent can be written or verbal:
 - Check that the PHOTOGRAPHY & FILM CONSENT FORM 2020-21 overleaf is signed.
 - If there is no PHOTOGRAPHY & FILM CONSENT FORM 2020-21 a member of staff will phone the responsible adult number on the membership form, explain why you are calling and ask



for their permission to use the photograph or image. If consent is NOT given this must be noted on the member's membership details to avoid calling at a later date.

- If a verbal consent is obtained note the following on the membership form
 - i) The date of the call
 - ii) The time of the call
 - iii) Who gave the consent
 - iv) The relationship to the under 18
 - v) If not the parent or legal guardian note in what capacity they are giving consent
 - vi) Confirm that the parent or legal guardian has given this individual permission to give such consent
- If any of the above conditions are not met the image / photographs cannot be used and must be deleted from all cameras and recording devices on which they appear.

4. Review

It is recommended that this policy is reviewed on an annual basis.

Author: Sarah Nicholls
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