

# Photo permissions form for children and young people

For use by churches and associated organisations

**Church name:** \_\_\_\_\_

Occasionally, we may take photographs of the children/young people at our church. We may use these images in our printed publications that we produce, as well as on our website or on project display boards at our church. The diocese may also use our photographs to illustrate work in Suffolk churches in diocesan publications, publicity materials and the internet.

From time to time, our church may be visited by the media who will take photographs, film footage or carry out radio interviews. Children will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our church is taking part. Please answer the questions below, then sign and date the form where shown. Please return the completed form to the church as soon as possible.

## Please indicate your answer

- 1) Are you happy for your child's photograph to be taken when participating in church activities? This may include by other parents at church plays and events

YES

NO

- 2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways:

a) In publications and publicity materials produced by the church and by the diocese

b) On the church website and diocesan website

c) Recorded on video or webcam

- 3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print?

YES

NO

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are at the bottom of this form.

Continued overleaf....

I have read and understood the conditions of use below.

Parent/Carer signature: ..... Date: .....

Name of child: .....

Parent/Carer (name in BLOCK CAPITALS): .....

Address in BLOCK CAPITALS: .....

.....

.....

Telephone number: (Home) .....

Telephone number: (Mobile) .....

#### Conditions of use

1. This form is valid for the period of time your child attends this church, plus one year after they leave. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this church (except in historical displays).
3. If we use photographs of individual pupils or small groups of children or young people, we will avoid using the full name (which means first name and surname) of that child in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications/broadcasts.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
5. We may use group photographs or footage with very general labels.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.