

# Consent Form

## for photographs and audio/video recordings



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

In accordance with the Data Protection Act 1998, the Council requires your permission before any photographs and audio/visual recordings of you are used for the purpose set out in Part I below.

Once completed please send this form to **KCcentral, Community Learning, 3<sup>rd</sup> Floor, 125 Freston Road, London W10 6TH** or fax to: **020 7938 8020**.

### Part I. To be filled in by senior worker or manager responsible for project:

Purpose: To promote \_\_\_\_\_ project and their activities via the Council's publications and websites.

Name of senior worker/manager responsible: \_\_\_\_\_

*Please answer questions 1 and 2 in Part II below, then sign and date the form where shown.*

### Part II. To be completed:

Name: \_\_\_\_\_

*Please circle your answer*

1. May we use your image in printed publications produced by the Council for promotional purposes? **Yes / No**

*Please note that electronic copies (PDF) of our publications may be held on our website for public access.*

2. May we use your image or audio/video recording on our website? **Yes / No**

*Please note that the image may appear in our printed publications, on our website, or both subject to your consent. Please also note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies, and the image or recording may be downloaded by visitors to the site*

I have read and understood the Conditions of Use at the bottom of this form. I further understand that my image or audio/visual recording may be downloaded from the website.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Conditions of Use

1. The signed Consent Form will be valid for an indefinite period. You may at any time write to the Council and withdraw your consent to the use of information supplied. We will not re-use any images/ information after that time.
2. This Consent Form will automatically lapse when the purpose for which your consent was obtained ceases to exist.
3. The images/information will be used for the stated purpose. The Council will not use the images or audio/visual recordings taken for any other purpose. The information will not be disclosed to any external organisations.
4. We will not include details or full names (which means first name **and** surname) of any person in an image on our website, or in printed publications, without specific permission. For example, we may include the full name of a competition prize winner if we have your prior consent. However, we will not include your full name in promotional literature without your specific consent.
5. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in any printed publications. The processing of the images/information will comply strictly with the principles of the Data Protection Act 1998.