

F I L M I N G & P H O T O G R A P H Y CO N S E N T F O R M

**Name:** ………………………………………………………………..............

*(If the person named above is under 18 years of age or a vulnerable adult this form must be completed by a parent/guardian or carer)*

**Name of parent/carer:** ………………………………………………………………………..

*(If applicable)*

**Address:** ……………………………………………………………….............

………………………………………………………………...............

**Contact number:** ………………………………………………………………...............

*(Please give a daytime telephone number)*

**Location of photograph:** …………………………………………………………………………

**(\*please delete as appropriate)**

Cotswold District Council would like to film/photograph **you/your child/or someone you care for\*** for promotional and/or publicity purposes. These images may appear in any promotional or publicity materials (including the Council's website) produced by the Council or organisations working in partnership with the Council.

To comply with the **Data Protection Legislation,** we need your permission before we film/ photograph **you/your child/ or someone you care for\***. Full details of the Council’s personal data processing activities and our Privacy Statement can be found on our website: <https://www.cotswold.gov.uk/support/privacy-and-data/service-privacy-notices/>

Please answer questions 1 to 3 below, then sign and date the form where shown.

***Please return the completed form to:*** Communications, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX, or Email: Communications@cotswold.gov.uk

# To the individual/parent/carer\* Please complete the following

Please tick

1. May we use **you/your child/or someone you care for\* YES NO**

image in our printed promotional and publicity publications?

1. May we use **you/your child/or someone you care for\* YES NO**

image on our website?

1. May we disclose **you/your child/or someone you care for\***

image to organisations working in partnership with the Council to **YES NO**

produce promotional and publicity materials?

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

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

Signature: …………………………………….....................….. Date: ….……............... Name *(in block capitals)* …………………………………………………………...………

# Conditions of use

1. This form is valid for two years from the date of signing. The consent will automatically expire after this time.
2. The Council will not re-use any images after this time but the images may continue to appear in films/publicity and publications already in circulation.
3. The Council will not include details or full names (which means first name and surname) of any individual in an image on our website, or in printed promotional or publicity materials.
4. We will not include personal email or postal addresses, or telephone on the Council's website or in printed promotional or publicity materials.
5. If the Council uses any images of individuals it will not use the name of that individual in the accompanying text or photo caption. However, the Council does not accept any responsibility if you are recognised from the image by members of the public.
6. The Council may use the image of any individual to illustrate any wording other than the name of the individual represented in the image used. No wording shall be considered to be attributed to individual in the image.
7. We may use group or class images with very general labels, such as ‘A group meeting’ or ‘The group on a trip to Guernsey’ etc.
8. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. None of the film/photographs taken will be used to illustrate sensitive articles, i.e. drugs and child abuse.
10. Photographs of children under the age of 18 will not be used on the Council's website unless permission has been given.
11. Images of individuals may be used by the Council wholly or in part and may be retouched and altered as deemed necessary.
12. All film/photographs taken shall remain the property of the Council and individuals in such images and/or their parents will not be remunerated for any use of such images.
13. Copyright of all film/photographs remains with the Council.

**Privacy notice:**

**The name and contact details of the data controller**:

Cotswold District Council, Trinity Road, Cirencester, GL7 1PX

Tel: 01285 623000

**The name and contact details of the Data Protection Officer**:

Tony Oladejo, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX

Email: data.protection@cotswold.gov.uk , Tel: 01993 861194

**The purpose of the processing**

We may use your photograph, film or words to publicise events or council services, in newspaper

articles, magazines and other media such as websites, social media, information leaflets, electronic

newsletters and presentations, as agreed overleaf.

**The legal basis for processing**

By signing overleaf you have given your consent for us to use your photograph, film or words to

publicise events or council services, in newspaper articles, magazines and other media such as

websites, social media, information leaflets, electronic newsletters and presentations.

**Categories of personal data**

We will be storing your photograph, film or words, as well as your name and contact details.

**The categories of recipients that the council has or will disclose the data to**

We may use your photograph, film or words to publicise events or council services, in newspaper

articles, magazines, leaflets, brochures and other media such as Cotswold.gov.uk, Twitter, Facebook,

Instagram.

**Whether the council will transfer their data out of the EU/EEA**

We will not transfer your personal data outside the EU/EEA.

**The criteria used to decide the retention period**

Your photograph, film or words, will be stored for a period of three years, unless you withdraw your

consent.

**Your data subject rights**

You have the right to request a copy of the information we hold about you, the right to ask us to

rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object

to automated decision making, and if we are relying on consent the right to withdraw consent at any

time. There are some exemptions to these rights. Please see our website: [www.cotswold.gov.uk/](http://www.cotswold.gov.uk/)

and the ICO website: [www.ico.org.uk/for-organisations/guide-to-data-protection/exemptions](http://www.ico.org.uk/for-organisations/guide-to-data-protection/exemptions) for more

information.

**The right to lodge a complaint with a supervisory authority**

You can complain to the Information Commissioner’s Office if you are unhappy with how the Council

has handled your personal data. It would be helpful if you contacted us first at our email address data.protection@cotswold.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk, telephone 0303 123 1113, or post to Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**Information about whether giving personal data is part of a statutory or contractual**

**requirement or obligation**

There is no requirement or obligation to provide your photographs, film, words or contact details.

**Automated decision making and profiling**

We are not using automated decision making or profiling to process your personal data.