



## Using images of children

### Consent form for NCCMA commissioning photography

To Name of parent or guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact tel no: \_\_\_\_\_


Name of child: \_\_\_\_\_

Class the child attends (if applicable): \_\_\_\_\_

Location of photograph: \_\_\_\_\_

NCCMA would like to \*take photographs / \*make a video recording of your \*child / \*children for promotional purposes. These images may appear in our printed publications, in the media, on video, on our website, or on all four.

To comply with the Data Protection Act 1998, we need your permission before we take any images of your \*child / \*children. Please answer questions 1 to 4 below, then sign and date the form where shown. **Please return the completed form to: NCCMA, Unit 9 Beech Avenue Business Park, Beech Avenue, Harrogate, HG2 8DS**

- 
- |  |                                  |
|--|----------------------------------|
|  <b>To the parent</b>   | <i>Please circle your answer</i> |
| 1. May we use your child's image in our printed promotional publications?  | <b>Yes / No</b>                  |
| 2. May we send out your child's image with our press releases? Please note that in this circumstance we would wish to use your child's full name in the accompanying text. | <b>Yes / No</b>                  |
| 3. May we use your child's image on our website?   | <b>Yes / No</b>                  |
| 4. May we record your child's image on our promotional videos?   | <b>Yes / No</b>                  |

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your name (in block capitals): \_\_\_\_\_

## Conditions of use

This form is valid for \*two years from the date of signing / \*for this project only. The consent will automatically expire after this time.

We will not re-use any images \*after this time / \*after the project is completed.

We will not include details or full names (which means first name **and** surname) of any child or adult in an image on video, on our website, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we will not include the full name of a model used in promotional literature.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our website or in printed publications.

If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a pupil is named in the text, we will not use a photograph of that child to accompany the article without good reason. For example, we may include a picture and full name in a press release or of a competition prize winner in another publication if we have their consent. However, we will not include a picture and full name of a model used in promotional literature.

We may use group or class images with very general labels, such as “interclub tournament” or “practicing forms”.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.