**Swansea Museum - Consent form for Photography, Film/Video and Recording**

**Section A: About you**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact telephone number: |  |
| Email |  |

**Section B: About the project/media**

**Description of Project:** ‘Unlocking Swansea’ Photographic Competition

**Location: Date:**

**Section C: Your consent**

Swansea Museum, which is run by Swansea Council, may wish to exhibit, publish, republish or otherwise transmit the still and moving images and audio of yourself which you submit in this competition for the following purposes:

* Inclusion in presentation and exhibition materials
* Creation of Museum publicity materials, including our printed publications
* Use on our video, websites, social media channels and digital communications
* Use of extracts on news media and their associated websites and social media channels including print, television and radio

To comply with the General Data Protection Regulation 2016, we need to ask for your consent before we use your photographs or recordings for any of the above purposes. Please indicate below for which purposes we are able to use your submission, then sign and date the form where shown and email the completed form to Swansea Museum at swansea.museum@swansea.gov.uk

We will not use the images taken, or any other information you provide, for any other purpose other than those for which you provide consent here.

*Please circle your answer*

|  |  |  |
| --- | --- | --- |
| May we use your image in our presentation/exhibition materials  | Yes | No |
| May we use your image on our website, social media channels and digital communications | Yes | No |
| May we use your image in promotional publications including print media produced by the museum/council for promotional purposes? | Yes | No |
| May we use your image on news media and their associated websites and social media channels including print, television and radio | Yes | No |

*Please note the conditions of use the images at the bottom of this form.*

I have read and understood the conditions of use below.

**Section D: Your Signature**

I am the person identified in Section A and in the photographs, filming and/or recording. I understand the above request and give my consent as

Signature Date

**Section E: Parent/Guardian/Carer’s signature**

I am the parent or legal guardian of the person identified in Section A and in the photographs, filming and/or recording. I understand the above request and give my informed consent.

Phone: Email:

Full Name: Relationship:

Signature: Date:

**Conditions of Use**

This consent form is valid for this project only and the promotion and publication of entries when the competition finishes. The consent will automatically expire after this time and we will not re-use any images 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 they have indicated their consent as above. However, we will never include the full name of any child if featured in promotional literature.

We will never include personal e-mail or postal addresses or telephone numbers on video or on our website or in printed publications.

If we use images of individual school 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 the full name of a competition prize winner if we have their consent. However, we will not include the full name of any child if used in promotional literature. We may use group or class images with very general labels such as ‘a science lesson’ or ‘making Christmas decorations’.

All the images we choose to feature will be carefully vetted to maintain standards of appropriate dress, behaviour and language so as not to cause any offence to those who view the material.