

Consent for use – photographs, film and words

You are under no obligation to sign this consent form and you should only agree to us using your photographs, film and words if you feel happy with us doing so.

For any person under the age of 13, a parent or guardian must complete and sign the form below, on their behalf.

Event: _____ **Date:** ____ / ____ / ____

Location: _____

Name: _____

Address: _____

Email: _____ **Tel:** _____

Please sign to confirm your consent: _____

We will only use the above information should we need to contact you about the photograph or recording. We will not use this information in any other way or pass to a third party.

If signing on behalf of a child or person unable to sign for themselves, please also provide their details as follows.

Name: _____ **Date of birth:** ____ / ____ / ____

Address: _____

Your relationship with them: _____

Photograph or recording distribution may include: newspapers, event publicity, newsletters, organisation's website and intranet, company reports, exhibitions and other communications, online including social media.

How we may use your photo:

We will use your photograph, film and words to publicise events, in newspaper articles, magazines and other media such as websites, social media, information leaflets, electronic newsletters and presentations.

You can contact Wiltshire Council, communications@wiltshire.gov.uk at any point and ask us not to use your photograph, film or words for any new purposes. We will comply with your request and delete your photo, film or words from our records. However you should remember that once an article is published and in circulation, especially online, it may be copied and used by others.

Please see our privacy notice for further information wiltshire.gov.uk/privacy

Please note: we will retain the photos/video for two years, at which point your photo/video will be deleted.

Please complete and return this form to Wiltshire Council at the address overleaf or give to a member of council staff.

Wiltshire Council

How we will store this image/recording

We will store the image/recording electronically on systems only accessible to Wiltshire Council for two years from the date it was taken, after which it will be destroyed. If we wish to use it after this date, we will seek your consent first.

How to withdraw your consent

Should you wish to withdraw your consent for the image/recording to be used please email [**communications@wiltshire.gov.uk**](mailto:communications@wiltshire.gov.uk)

Terms and conditions

The person signing this form must be capable of giving his or her consent to the photography and/or recording(s) being used by Wiltshire Council and its partners in the manner and for the purpose(s) detailed overleaf and any other reproductions or adaptations of them either complete or in part, alone or in conjunction with any wording and/or drawing, and acknowledges that no payment has been made to him or her in exchange for the photography/recording(s).

In the case of people who are incapable of giving their consent, a representative such as a parent, guardian or carer who represents the person in his or her best interests must sign this form. Telephone number and/or email address will not be disclosed. Contact details will not be sold on or transferred to any third party. A copy of this completed form will be stored with the digital image files or prints.

Copyright in the photography and/or recording(s) belongs to Wiltshire Council. Any unauthorised reproduction or distribution of the photography or recording(s) by a third party will constitute an infringement of copyright without credit or by-line stating authorship. The photograph(s)/recording(s) will not be substantially edited, adapted or altered from their original intention or purpose, or used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress.

Please send general enquiries and requests to [**communications@wiltshire.gov.uk**](mailto:communications@wiltshire.gov.uk)

Postal address: Multimedia Team, Communications, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN