

Photo consent form

[one form to be completed for each photo you are sending, unless you are sending several photos of a very similar image]

Thank you for sending us these photos. Before we can use them, we will need the following form completed, to make sure everyone who appears in the photo is happy for us to use their image in the diocesan promotional material and on our website

1	<p>The name of the person completing this form</p> <p>.....</p> <p>Today's date.....</p> <p>If you did not take the photo yourself, have you got the permission of the person who did take it to pass the image onto us? Yes / No</p>
2	<p>Your address:</p> <p>.....</p> <p>.....</p> <p>Postcode.....</p>
3	<p>Your telephone number</p> <p>.....</p>
4	<p>Your Email</p> <p>.....</p>
5	<p>On the back of the photo, please write a brief but specific description and then add today's date, for example: <i>four children and two adults sitting on a bench in the park / August 2015</i></p> <p>Please enter below the description you have written on the back of the photo.</p> <p>.....</p> <p>.....</p> <p>Below, please add a little bit more detail about the photo – what it portrays, where and when it was taken and anything else you think it would be helpful for us to know.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>[Attach additional notes if necessary]</p> <p>Is this a digital photo? Yes / No</p> <p>Can we contact you if we would like to ask you to send us this photo in digital format, by email? Yes / No</p>

6	<p>Please ask the parent/s or legal guardian/s of any child/ren who appear in the photo to sign below, confirming that they are agreeable to Mothers' Union using this photo in our promotional material and on our website.</p> <p>Sometimes, it's helpful to make direct contact with the parents. If the parent/s or guardian/s are agreeable to us storing their contact details at our office, please ask them to print these details on this form</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p>
7	<p>If possible, please ask any adults who appear in the photo to sign below, indicating that they are agreeable to Mothers' Union using this photo in our promotional material and on our website.</p> <p>Sometimes, it's helpful to make direct contact with the adults who appear in the photos. If the adult/s are agreeable to us storing their contact details at our office, please ask them to print these details on this form</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p> <p>SignaturePrint Name.....Phone No.....</p> <p>If it is not practical to collect the signatures of the adults whose image appears within the photo, then instead you [the person completing this form] can sign to confirm that you have the appropriate permission, as long as you are fully confident that all adults in the photo have given their verbal permission for their image to be used in the way indicated above. <i>[This procedure cannot be used for photos that include children – their parent or guardian must sign].</i></p> <p>SignaturePrint Name.....</p>
8	<p>Institutions [schools, hospitals, prisons etc]</p> <p>The name of the institution where this photo was taken</p> <p>.....</p> <p>Please ask a senior member of their staff to sign below to confirm that they find it acceptable for Mothers' Union to use the photo in our promotional material and on our website.</p> <p>SignaturePrint Name.....Role.....</p>
	<p>The photo/s and this form should be sent preferably by email to Mothers' Union Office, Marketing Unit St Thomas and St Andrew Church, Doxey, Stafford. ST16 1EQ email office@mothersunionlichfield.org.uk</p>