

Using images of adults.

Consent form for County Council staff commissioning photography

To Name: _____
Address: _____

Contact tel no: _____
Location of photograph: _____

Hampshire County Council would like to *take your photograph / *make a video/webcam recording of you for promotional purposes. These images may appear in our printed publications, on video, on our website, or on all three.*
(*Please delete as appropriate.)

To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of you. Please answer questions 1 to 3 below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

Please return the completed form to:

Matt Herbert, Hampshire Learning, Mottisfont Court, High St, Winchester HANTS SO23 87F

matt.herbert@hants.gov.uk

(Insert the name of the staff member commissioning the photography and the return address.)



Please circle your answer

1. May we use your image in printed publications produced by Hampshire County Council for promotional purposes? **Yes / No**
2. May we use your image on our website? **Yes / No**
3. May we record your image on our promotional videos? **Yes / No**

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

Please also note that the conditions for use of these images are on the back of this form.

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

Your signature: _____ Date: _____

Your name (in block capitals): _____

Conditions of use

1. This form is valid for *two years from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name **and** surname) of any person in an image on our website, on video, 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.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in printed publications.

**Please delete the option that does not apply.*