

Please note photographs may be taken at public events/performances by third parties beyond our control.

Where appropriate, we may add the name of the person featured in the photograph/film.

We will not include personal email or postal addresses, telephone or fax numbers on our website or in printed publications.

We will expect to be able to use photographs/films for a minimum of three years to a maximum of ten years (*change retention period if required*) from the date of signing this form.

The following organisation/third party will also rely on this consent:

[insert as appropriate]

Agreement

The school owns the copyright of this photograph/film. It will be used solely for the purpose/s mentioned above.

The above named person has agreed for this photograph/film and any other reproductions to be used as specified. If the person wishes to withdraw their consent they may do so by letter or email to the Data Protection Officer (DPO) whose contact details are above.

If consent is withdrawn the DPO will acknowledge receipt of the request in writing by letter or email. The school will delete the file from our image bank within one month of receipt of your request and we will not use it in any new material produced from the date of the letter. Material previously issued which includes the photograph/film may, however, remain in circulation, but it will not be included in any further reprints.

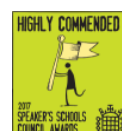
Signature of person in photograph/film (if aged 16 or over)

..... **Date**.....

or

Authorised signatory (if person photographed/filmed is aged 15 or under)

..... **Date**.....



Relationship to person, eg parent/guardian/other *(delete as appropriate)*

.....

.....

Contact address/phone number/email address of subject (or authorised signatory)

.....



2016/17

working with

National
Literacy
Trust

