

SUBJECT CONSENT FORM

Policy Statement

It is Goodenough College's policy to obtain consent from individuals where we are planning to take images (either photographs or video) for use in materials which will be in the public domain.

Why do we need images?

We require images to assist with publicity and marketing for our Events and Venue Hire business. The income generated from this goes directly back into the running of Goodenough College which is an independent educational charity.

How will your images be used?

Your images will predominately be used for promotional purposes. Places your images may be used are on printed materials, our website, social media, and information sent by email to prospective clients. We may also use your images on internal publications and booklets for students and Alumni.

The right to erasure

Individuals have the right to request photos be removed from websites, social media and future versions of printed media at any time. We are unable to withdraw images which have already been published.

Who can give consent

18 and above – the subject themselves

Below 18 – Parent or Legal Guardian of the subject must give consent

Where an individual is under the age of 18, it is good practice to involve them in the consent process and discuss with them how the images may be used, being respectful of their wishes.

How long does consent last?

Consent continues with no time limits; however images are usually used for a period of five years before being archived.

Images where the subject's face cannot be seen or is obscured

Consent is still required; as it is likely the subject will still be recognisable by family or friends.

Who keeps the forms and images?

All forms and images are stored in our photo library for a period as it deems fit and moved to the image archive for posterity once they are no longer appropriate.



Subject Consent Form

NB. Where possible this form should be completed before photography/ filming takes place.

Event Name and Date:	
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Organisation/Company Name:	
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Description of image(s)/ Image reference:	
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Name of person(s) in image (Subject):	
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Telephone:	
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Email Address:	
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Specific Consent - I agree that my image(s) may be used for: <i>(Please tick all that apply)</i>			
<input type="checkbox"/> Website	<input type="checkbox"/> Email Marketing	<input type="checkbox"/> Any purpose whatsoever	
<input type="checkbox"/> Social Media	<input type="checkbox"/> Printed Materials		
<ul style="list-style-type: none">Photos taken by/or on behalf of the College: I understand that I do not own copyright or have any rights or ownership or other claim over the images.I understand that Goodenough College will keep the images and use them for such period as it considers appropriate, and may archive the images for posterity once they are no longer in use.			
Consent Signature:		Date:	



Consenting Parent's/Legal guardian's name, if subject is under 18 years old:

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What to do if you wish to withdraw consent

You have the right to change or withdraw consent at any time by notifying the Development and Communications team in writing: Valerie.mcburney@goodenough.ac.uk

For Completion by GC Staff Member

Staff Name:

Department:

I confirm I have fully discussed the content of this form with the individual(s).

Signature:

Date: