

# Hallam News- Consent to the Safe Use of Images (Photography and Filming)

## Data Protection

In accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018, all personal data, including images (photographs and films for example), must be processed fairly and lawfully. To comply with this, we are bound to issue a privacy notice and inform you when:

- Photographs and films will be taken
- Why they will be taken
- What will be done with them
- Who may see them
- Any non-obvious consequences; for example, if the image from photographs and films is going to be used on a website, in a newsletter, or on televised programme.

We will state how long we plan to keep and use the image(s) and will contact you to seek consent if we wish to use the image(s) for another reason than that expressly stated herein.

## Hallam News

We will take care to ensure all images we use are used only with consent and for the purposes for which they were intended. We will follow best practice guidelines as laid out in the CSAS e-Safety Guidance in relation to these images. We recognise that there are some reasons why, for their own safety and/or wellbeing, some individuals will not want their images recorded or kept and we will always respect this. Consent to publish the image may be withdrawn without explanation.

Hallam News publishes photographs in the Hallam News Paper, Diocesan Website and images may be included in the Diocesan Yearbook. Electronic/hard copy images will be stored and used in compliance with GDPR requirements. Images are stored securely and retained for no longer than one year from when the image was taken before being destroyed. Any unused images will be destroyed, unless we receive instruction to return the image to sender. Copies of the Hallam News and Year Book (if applicable) will be archived and copies may remain in circulation, these will be accessible to the public. We will contact you if we need to ask permission to use the image for any other purpose than those stated.

**Please complete the below form to provide consent for images to be recorded for use in Hallam News or existing images to be published by Hallam News in; Hallam Newspaper/Year Book/Hallam News website\*. (\*Delete as applicable)**

Name of parish/congregation/organization that plans to record and/or publish images.	
Context for recording of images/event	Date:

Credit to be linked to image(if any):	
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*To be completed by the subject of the photo (this includes children where it is deemed that they understand what they are agreeing to. Parents/carers must also give consent if the child/young person is under the age of 16 years).*

<input type="checkbox"/> I have read and understood this document and I give my express consent to being photographed and/or filmed in the course of the activities detailed above. <b>Or</b> where applicable I consent for existing images already taken to be supplied to Hallam News for publication/printing.
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I consent for those images taken or supplied, to be published by Hallam News as described.

Signature:
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Full Name:
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Date:
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**Statement of Consent of parents/carers for children and young people aged under 16 years, or person who has the legal authority e.g. lasting power of attorney for health and welfare, to make the decision on the person's behalf for young people aged 16-18 or adults that lack capacity to consent.**

*To be completed by the Parent / Carer*

Full Name of subject of photograph:	
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Date of Birth:	
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Full name of person giving consent:	
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Relationship to subject of the photograph:	
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Contact telephone number(s) that apply:	Home: Mobile: Work:
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<input type="checkbox"/> I have read and understood this document. I have discussed this with the named child who is in agreement and I give my express consent for their photographs/film recording to be taken and/or supplied to Hallam News for use as described.
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Signature:
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Full Name:
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Date:
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