



## Photograph and recording consent form

Nottinghamshire County Council uses photos, videos and audio recordings for promotional purposes. We need the permission of anyone featured to use them. Please complete this form to show which media you are giving consent for your image/audio to be used on.

Please note that all online images/recordings can be seen worldwide. See conditions of use overleaf.

**1 Please circle to clearly indicate which media you are giving consent for your image/recording to be used on.**

- a) Nottinghamshire County Council's digital channels - websites and social media sites (e.g. Facebook, Twitter, Instagram) Yes / No
- b) News releases to be sent to a variety of media including local print and broadcast media? Yes / No
- c) Printed publicity or promotional literature (e.g. leaflets, posters, magazines)? Yes / No
- d) Digital channels of organisations delivering services on behalf of the Council (e.g. Inspire)? Yes / No

**2 Permission to use full name with your image/recording? Yes / No**

**3 Details of the person featured in the image/recording**

Model's details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

**If model is under 16:** Name of parent/guardian: \_\_\_\_\_

\*If different to above

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*Postcode: \_\_\_\_\_ \*Email: \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR COUNCIL USE

Event name and location \_\_\_\_\_ Date: \_\_\_\_\_

Photographer/videographer's name: \_\_\_\_\_

## Conditions of Use

1. Images, audio recordings and video files are retained on a secure system for three years, along with a copy of your consent form. Your consent will automatically expire after this time and will not be used on any new material.
2. We will only use your files on the media that you have agreed to on the consent form.
3. We will not publish any of your contact details. If we use images of children, we will not use the full name of that child in the accompanying text or photo caption without consent. We may include a picture and full name of a competition prize winner, if we have consent. However, we will not include a picture and full name of a model used in promotional literature.
4. You have the right to withdraw your consent at any time, however, if you do withdraw your consent, this will only affect our decision to use your online images/recordings after the time we receive notice of your withdrawal.
5. If during the period of consent, you need to update your contact details, please contact Communications and Marketing, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP, tel 0300 500 80 80, email [marketing@nottscc.gov.uk](mailto:marketing@nottscc.gov.uk)
6. If you no longer want us to retain or use your image/recording or wish to get in touch with the Council's Data Protection Officer, please contact: The Data Protection Officer, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP, tel 0300 500 80 80, email [dpo@nottscc.gov.uk](mailto:dpo@nottscc.gov.uk)

You can find out more about the use of social media by Nottinghamshire County Council, including an official list of websites, at [www.nottinghamshire.gov.uk/socialmedia](http://www.nottinghamshire.gov.uk/socialmedia)

For more information on what we do with your personal information please see our [Privacy Statement](http://www.nottinghamshire.gov.uk/privacy) [www.nottinghamshire.gov.uk/privacy](http://www.nottinghamshire.gov.uk/privacy).