# Consent to use personal information and/or image

| Author/source | [ORGANISATION NAME] |
| --- | --- |
| Description | A form to be signed by adults and minors to acknowledge the use of an image and/or audio in which they are the subject, and/or the use of their personal information |
| Audience | Communications managers; staff producing publications, video content and websites; program managers |

## Introduction

It is [ORGANISATION NAME] policy that acknowledgement of use is obtained in writing from the subject/s (model/s) in, image, audio or interview (personal information).

If a subject (model) is under 18 years of age the acknowledgement of use must be obtained from his/her parent or guardian.

## The Form

The form below is for obtaining acknowledgement from the subject/s of a photograph
or other image, interview or voice recording that:

* The image(s)/recording/information will be used publicly by [ORGANISATION NAME]
* The image(s)/recording/information may be used in [ORGANISATION NAME] print publications, display materials, promotional DVDs, at public events and on [ORGANISATION NAME] websites to promote [ORGANISATION NAME].
* The image(s)/audio/information will be stored in the ……

# Consent to use personal information and/or image

|  |  |  |
| --- | --- | --- |
| I,  | ………………………………………………………………………………………………………………. | (print name) |
| of | ………………………………………………………………………………………………………………... | (address) |
| consent to [ORG] or any person acting on behalf of [ORGANISATION NAME]: |
| to take photographs, film, or other pictorial and audio recordings of me in any medium (material) |
| on | ……………………………………………. | (date) at ………………………………………………… | (location) |
| and |  |
| to use, publish, communicate or broadcast the Material in any form (including in a CD/DVD, website, publication, poster, presentation) for advertising, marketing, informational or promotional purposes [OR] teaching and research purposes. [DELETE AS APPROPRIATE] |
|  |  |  |  |
| I acknowledge that [ORGANISATION NAME] owns copyright of the Material. I may request removal of the Material from a website and/or request no future use be made of the Material by contacting NAME/POSITION on EMAIL or MOBILE |
| Signed |  | Dated | ……………………………………… |
|  |  |  |  |
| FOR PERSONS UNDER 18 YEARS OLD |
| Please provide contact details for your parent/guardian: |
| Name: | …………………………………………………………………………………………………………………………….. |
| Address: | ……………………………………………………………………………………………………………………………… |
| Telephone: | …………………………………………………………………………………………………………………………….. |
| Email: | ……………………………………………………………………………………………………………………………. |
| If parent/guardian is present, request consent on behalf of the child. |
| I, | ……………………………………………………………………………………………………… | (print name) |
| am the parent/guardian of | ………………………………………………………………………… | (print name) |
| and provide my permission for the activities described in my child’s consent set out above. |
|  |  |  |  |
| Signed |  | Dated: | ……………………………….. |
| PRIVACY POLICY AND EMAIL CONTACT DETAILS HERE |