# Photographic Usage Consent Form for use with adults aged over 18

I/We (print full name and sign):

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| Name | Signature |
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We hereby give permission for our images, taken by the photographer below, to be used in the media, PR, exhibition work, direct mailings, audio-visual material, publications and other publicity and activities. If I am the class teacher, I have permission from all class participants to sign on their behalf.

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| --- | --- |
| Photographer | Date |
|  |  |
| Location/Event |
| Notes/Comments |

# General Guidance on the use of images of people.

* Consent must be obtained from each person to be photographed before any photographs or videos are taken.
* Consent should always be obtained in writing using the relevant consent form.
* If vulnerable people are involved it may be necessary to liaise with an appropriate carer, or family member, before any photographs are taken.
* Sports facilities and other establishments, available for public usage often have strict policies restricting the use of photographic equipment. It is therefore important to check this and to comply with any local guidelines or policies before taking any photographs.
* You may often be able to predict what photographs may be taken and the use they will be put to, for example, end of course group photographs. This will enable approval to be given in advance and forms competed ahead of the event.
* Even though consent has been obtained, you should still exercise caution, common sense and sensitivity in the use of the photographs.
* Generally, it is not appropriate to amend or manipulate images. Although there are clearly practical exceptions, such as when an image needs to be cropped to fit.
* Only show images that portray people in a positive manner.
* Exercise some care when photographs are to be taken by the press and media. This is because their circulation and coverage may be local, national or sometimes international and the storylines associated with the photographs may not always be predictable.