

Photo and video release

About two minutes. You choose each place photos may appear.

Questions marked * need an answer.

[Organisation] would like to photograph and film [who] at [where or when], and use the images only in the places you say yes to below. Questions: [email address]. Privacy policy: _____.

1. Name of the person in the photos *

2. Is this person under 18? *

☐ Yes ☐ No

3. Parent or guardian's name *

Only if "Is this person under 18?" is Yes.

4. Your relationship to them *

Only if "Is this person under 18?" is Yes.

☐ Parent ☐ Guardian ☐ Carer
☐ Other

5. Class, group or event *

6. Email *

Write to us from this address to change your answers later.

7. Where may we use photos and videos of them? *

One answer per row. "No" to all of them is a fine answer.

	Yes	No
Displays inside our building	☐	☐
Printed materials such as newsletters	☐	☐
Our website	☐	☐
Our social media	☐	☐
News media (newspapers, TV, radio)	☐	☐

Only if "Where may we use photos and videos of them?" is press:yes.

Newspapers and TV usually print full names, whatever you choose next.

8. May we use their name with a photo? *

Only if "Where may we use photos and videos of them?" is yes.

- ☐ Full name ☐ First name only ☐ No name

9. Is there a reason they must not be photographed at all?

For example a court order or a safeguarding concern. "Please call me" is enough.

How long this lasts: [until the end of the school year / for 5 years]. You can change your mind at any time by emailing [email address]. We will stop using the images in anything new, but cannot recall material already printed.

We keep images on [where] and delete unused ones after [period]. We never sell them or give them to anyone not named above.

10. Your choice *

- ☐ I have read the above, and these answers are my choice.

11. Signature *

A parent or guardian signs for anyone under 18.

Signature

Date