

Kirklees Council – Local Offer consent form: Photograph, film and words.

We use photos, videos and interviews to help us **promote our services in a positive way.**

For the Kirklees Council Local Offer to comply with data protection and confidentiality regulations, it is **necessary for us to obtain written consent** that we can use photographs and videos that may feature you on the Local Offer or in Kirklees Council publications.

You should only agree to us using your photograph, film and words **if you feel completely happy with us doing so** and you are **under no pressure or obligation to sign** this consent form.

If you have any queries or concerns about any part of this form, please contact us at LocalOffer@kirklees.gov.uk or call 01484 416919

Remember that once an article is published and in circulation (especially online) it may be copied and used by others. **If you ask us not to use the photograph, film and words in future we will comply with your request and will do our best to stop others doing so, but we cannot guarantee this.**

We will only use your information in ways that you are happy with.

Consent will be valid for **two years** from the date when you sign the form, at which point you will need to provide consent again for continued use or your photo film or words will be deleted.

Please read the statement below and tick the relevant boxes to show us how we can use your information. For more general information about how Kirklees Council uses your information, please refer to our general privacy notice which can be found [here](#) or by typing the following into an internet browser:

<http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>

Once all completed please email this form LocalOffer@kirklees.gov.uk if you cannot email this, then please phone us on 01484 416919 and we can arrange for the form to be posted.

You can contact the Kirklees Local Offer at any point and ask us not to use your photograph, film or words for any new purposes. You can email the data protection officer at LocalOffer@kirklees.gov.uk or call 01484 416919.

The way that we use, store and manage your information can be found on the Kirklees Local Offer privacy policy page

Please tick all the statements where you are happy for us to use your information:

| | |
|--|--------------------------|
| Consent information: | |
| <i>To be completed by child or young person:</i> | |
| I give permission for my photograph or video to be used on the Kirklees Local Offer Website Yes/No | |
| I give permission for my photograph or video to be used on Social Media Yes/No | |
| I give permission for my photograph to be used on Kirklees Council printed publicity Yes/No | |
| I give permission for my photograph or video to be used on the Kirklees Council Intranet (Internal secure website) Yes/No | |
| I give permission for my photograph to be used in newspapers Yes/No | |
| I give permission for my photograph and videos to be used for training Kirklees Council Staff Yes/No | |
| Signature of young person: | Print name child: |
| | |
| Date: | |
| Date of Birth: | |

If the child or young person is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

| | |
|--|---------------------------|
| Consent information to be completed by parent or carer. | |
| <i>To be completed by young person:</i> | |
| I give permission for my child's photograph or video to be used on the Kirklees Local Offer Website Yes/No | |
| I give permission for my child's photograph or video to be used on Social Media Yes/No | |
| I give permission for my child's photograph to be used on Kirklees Council printed publicity Yes/No | |
| I give permission for my child's photograph or video to be used on the Kirklees Council Intranet (Internal secure website) Yes/No | |
| I give permission for my child's photograph to be used in newspapers Yes/No | |
| I give permission for my child's photograph and videos to be used for training Kirklees Council Staff Yes/No | |
| Signature of parent/carer: | Print name parent: |
| | |
| Date: | |



Council use only:

Please ask the subject, or their parent/carer to complete this form.

Officer name: _____

Work telephone no: _____

Work email address: _____

Event / activity: _____

Notes: _____