



### **Photography/Video and Audio Recording Consent Form for Schools/ Youth Groups**

To help The Forum comply with the Data Protection Act 1998, we'd like your permission before we take any photographs, video or audio recordings.

**PLEASE COMPLETE THIS FORM then EMAIL IT to [sarah.power@theforumnorwich.co.uk](mailto:sarah.power@theforumnorwich.co.uk)**

**Or if this request is at short notice please BRING IT WITH YOU ON THE DAY OF YOUR VISIT**

#### **What purpose will The Forum use images/film/audio?**

Images, film or audio recordings of your students/young learners may be used for displays at the Forum or in promotional material for The Forum such as our social media platforms (Twitter, Facebook and Instagram), The Forum or associated Forum websites, The Forum YouTube Channel, press articles and newsletters to schools/youth groups. We may also use any of these recordings to send as evidence in applications for funding to help us continue to deliver FREE or subsidised visits.

There may be individuals in your school/youth group who must not be photographed/ filmed or recorded in any way for personal security reasons. If you don't mind your other students/young people being represented please indicate to the person taking the photo/film/recording and the learning coordinator on the day who those individuals are and every effort will be taken not to include them in any recordings. With photos please could help us ensure they are not in group shots. (Films and audio will always be sent to the school/youth group to be signed off.)

Full names and any personal details of young people will never be given out without the express permission of the parent (via school/youth group permission where appropriate)

#### **The Forum or Forum media representatives may wish to:**

- Take photographs of your students/young people during their visit to the Forum or a Forum activity.
- Take film or audio recordings of your students/young people during their visit to the Forum or a Forum branded activity. Your school/youth group will always receive a copy of film or audio recording for you to use your own promotion, but please ensure The Forum is credited with the making of the film/audio recording. (previews of film and audios will ALWAYS be sent to your school for approval before publishing)



**Photography Consent Form for Schools/ Youth Groups**

**PLEASE SIGN**

1. If your school agrees that any photos taken will be able to be used on ALL media platforms as described on page 1 of this document. Write N/A if you do not agree.

**Sign here to give permission**

2. If your school agrees that any photos taken must only be used in printed media such as the EDP/Evening News etc, school newsletter. Write N/A if you do not agree.

**Sign here to give permission**

3. If your school agrees that any films or audio recording can be recorded and be able to be used on the media platforms as described on page 1 of this document. Write N/A if you do not agree.

**Sign here for permission**

**PLEASE FILL IN THIS SECTION**

School/Youth Group:

Printed Name of School/Youth Group Representative:

Role of School/Youth Group Representative:

Day of visit:

I have read and understand the information above

Signed: