

## Photo & Media Consent

Throughout our programme's learners need to complete tasks that we will document with photographic evidence of them participating in activities for qualification assessment and funding purposes. We would also like your permission for Inspire Suffolk and its project partners, such as residential centres and funding colleges to use these images and videos for marketing purposes, such as publications, social media, press articles including newspapers, promotional material and websites. Therefore, please read and complete the following publicity consent form.

We are working hard to continue our work with young people, one way we will do this is using the materials provided to promote and communicate about our charity and programmes.

Providing your consent will grant Inspire Suffolk unlimited access to your case study / photos/ videos, unless you ask us to stop using it.

Please tick to give your consent                      or                       Please tick if you do not consent

Optional: If there is a specific use you do not consent to please specific here: .....

You can ask Inspire Suffolk to stop using your images / video / case study at any time, in which case it will not be used in future, but they may continue to appear in publications already in circulation or shared online. Inspire Suffolk makes every effort to ensure all media coverage is positive, Inspire Suffolk does not have final control over how a journalist or third party may portray you.

How will your photo, video or written case study be used?

- Printed marketing materials (e.g. leaflets, brochures, posters)
- On Inspire Suffolk website or social media websites or other online sites
- In the media (e.g. promoting Inspire Suffolk in the newspaper, TV or radio)
- Printed or online advertising
- In bids and grant applications for charity programmes
- By other organisations that want to promote Inspire Suffolk's work (e.g. schools, colleges, funding bodies and private sector organisations)

If we are to publicly use your case study, we will consult you for your approval first and you will see what has been written before publication.

## Data Use Declaration

I understand that Inspire Suffolk may allow other people and organisations to use information that it holds about me: (a) if asked to provide it for legal or regulatory purpose: (b) as part of current or future legal proceedings. I agree that the information I have provided can be used by Inspire Suffolk and other organisations working with them to help run, fund and evaluate programmes. Programme funders and Inspire Suffolk may share changes in contact details after I leave the programme for up-to three years. I understand that if I claim benefits whilst on programme, Inspire Suffolk may share information about my attendance, performance and achievements with the DWP and other organisations.

I understand I have the right to see any information held about me by Inspire Suffolk under the General Data Protection Regulations (GDPR) and am aware that Inspire Suffolk's full privacy statement can be viewed at <https://inspiresuffolk.org.uk/privacy-policy/>

## Consent to Contact

Inspire Suffolk will contact you throughout the lead up to this programme, throughout the programme and for up-to three years after completion to monitor progress and offer additional support. Should I not attend the programme I consent that Inspire Suffolk may hold my data to inform me about future programmes Inspire Suffolk delivers.

I consent for Inspire Suffolk to contact me via  Phone Call  Text Message (SMS/WhatsApp)  Email  Post

## Please sign below

If you are under 16, consent is required from a parent or guardian [Parent Name:..... Signature: ..... ]

Participant Signature: ..... Date:  Tick if consent has been given by email (email must be attached to this form)

*Inspire Suffolk Representative Use Only:*

Staff Name: ..... Contact no: 01473 353194

Staff Signature: ..... Date:

*Upon completion the information from this form must be transferred to Views by the above named staff member and a scanned copy of this form attached to the participants record. The original of this form must be destroyed.*

