

WOVEN Consent Form

Photograph, Film & Words

WOVEN is a Kirklees Council initiative, delivered by HATCH in partnership with other cultural organisations. This form refers to the use of images by HATCH and WOVEN partners.

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

For HATCH 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 and/or your child in our publications (including brochures, websites, social media, reports and future funding or sponsorship bids).

We also send images to the news media, or our events may be visited by the media who will take their own photographs or film. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive.

Images may also be taken by partner organisations and shared as part of our partnership approach. By signing this agreement you agree that WOVEN partners can have access to the images in line with HATCH's policies and procedures.

A list of WOVEN partners can be found on our website <https://woveninkirklees.co.uk/about-us/>

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.

You can contact HATCH at any point and ask us not to use your photograph, film or words for any new purposes. 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.

For more general information about how HATCH uses your information, please refer to our general privacy notice at: <https://hatchprojects.org.uk/privacy-policy>

See reverse for Consent Form

WOVEN Consent Form

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

- Photos of me
- My first name
- My last name
- My age
- Quotes I've said
- Videos of me
- My voice recorded

2) I am happy for the above to be used for

- Social media and websites** e.g. Facebook / Twitter/ WordPress/YouTube
- Outdoor media** e.g. billboards, adshells and buses
- Printed publicity** e.g. newsletters, posters, leaflets and council reports
- Newspapers** (online and printed)
- Digital TV services**
- For training staff**

Name (person in photograph/video)

Email address

I, the undersigned, agree for HATCH to use my photograph/video/words as outlined to the left

Name (Printed)

Signature

Date 2023

Consent for under 16's only

Age of person in photograph/

Name of parent/guardian

Signed by parent/guardian

HATCH/WOVEN use only

Please ask the subject, or their parent/carer to complete this form. It's good practice to explain to people what you expect the photo, video or interview will be used for. If the subject is a child or young person, try to involve them in the consent process too and answer any questions they may have.

Staff name

Event/activity

Notes: (please make a simple description of the participants clothing for identification purposes)
