



## Media Consent Form

..... (Congregation) are committed to ensuring church activities follow good practice. This includes collecting information and adherence to safe storage guidelines as outlined in the Good Practice Guidelines for use of photography/video within the Church of Scotland.

Before taking a photograph, video, audio recording, or using any information about a young person (under the age of 16) or vulnerable adult for the purposes of a Church of Scotland activity, written consent should be obtained from a parent or guardian.

The parent or guardian must be informed of the purposes for which the media (photograph, video, audio recording, etc) and/or information will be used and asked to give their permission. The parent or guardian must also be informed as to whether the media or information will be used for marketing purposes and given the opportunity to “opt out” of this purpose if he/she wishes.

If such material involves those over 16 and/or non-vulnerable adults and will be made publically available (eg from a website), written consent should also be obtained using the template consent form available from the Church of Scotland website:  
[http://www.churchofscotland.org.uk/resources/law\\_circulars#data\\_protection](http://www.churchofscotland.org.uk/resources/law_circulars#data_protection)).

### Consent

I hereby authorise the Congregation of ..... to publish the following media/information about the below named young person/vulnerable adult:

(please tick **all** that apply )

Photographs

Artwork

Videos

Written Material

Voice recordings

Name: .....

Contact email address and/or telephone number: .....

.....

For the following purposes:

(please tick **all** that apply )

For inclusion in the Congregation’s publications, whether in print or electronic format

Within the church premises e.g. notice boards

For use on the Congregation’s website, Facebook page and Twitter page

For inclusion in any of the Congregation's publicity, presentations, banners or marketing material

**Agreement**

I can withdraw consent at any time by contacting the Congregation's Safeguarding Coordinator.

I understand any media or information as agreed above and which is published prior to withdrawal of my consent may not be able to be withdrawn.

I understand any media or information as agreed above will not be used in any new material following withdrawal of my consent.

Giving or withdrawing consent will not affect any services that I or my child/charge receive or any future dealings I or my child/charge may have with the Congregation.

**Consent forms will be completed annually.**

Name (Please **Print**): .....

Signature: .....

Date: .....

Name of Parent, Guardian or Power of Attorney giving permission and relationship with person you represent (Please **Print**):

Name: .....

Relationship: .....

Signature: .....

Date: .....

**Once completed please return this form to the Safeguarding Coordinator**

*The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>*

*This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes and related matters and will only keep the data for as long as required for that purpose. The full Privacy Notice for our congregation is available on our website. Please ask for details from your Safeguarding Coordinator.*

*Should you have any questions concerning the use of the information you provide please contact the Safeguarding Coordinator.*