

## Tree Planting at the Heart of England Forest

24<sup>th</sup> March 2017 - Photography Permission Form



Name of the child's parent or guardian: \_\_\_\_\_

Name of the child/children: \_\_\_\_\_

School or Group (if appropriate): \_\_\_\_\_

At the tree planting day representatives of the Heart of England Forest and attending members of the press may take photographs, or make video or webcam recordings, of the children in the Heart of England Forest.

We may use these images on Heart of England Forest websites, galleries, exhibitions, displays, education resources and sessions, talks and lectures by staff, leaflets and posters and in other printed publications that we produce. These images may be used in publication to the general public including in the press.

To comply with the Data Protection Act 1998, we need your permission before we can use any photograph of your child. Please sign and date the form where shown.

If you have any questions regarding the use of your child's image, please contact the Heart of England Forest at [info@hoef.co.uk](mailto:info@hoef.co.uk) or 01789 778541.

### **The policy on using images of children (in accordance with the conditions of use on page 2) is:**

1. We may use your child's image on The Heart of England Forest websites and exhibitions, taught sessions & workshops.
2. We may use your child's photograph on other printed publications that we produce for promotional and fundraising purposes.
3. Your child's photograph may be used in newspapers, in television reports and on media websites including social media.

### **I have read and understood the conditions of use on the back of this form.**

Parent's or Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

I am happy for The Heart of England Forest to keep me up-to-date with their work and how I can support them  by phone  by SMS  by email

The Heart of England Forest will keep a record of your name, address, e-mail and telephone number. These details will not be sold to any third party.

The Heart of England Forest is a registered charity (no. 1097110) Registered address: Colletts Farm Office, Dorsington, CV37 8AU.

## **Conditions of use**

1. We will not use the personal details or names (first name or surname) of any child or adult in a photograph on our websites or in any of our printed publications.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers, on our websites or in printed publications.
3. If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption.
4. If we name a child in the text, we will not use a photograph of that child to accompany the article.
5. We may use group or class photographs or footage with very general labels, such as “a woodland walk”.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. If images are taken by press/media or parents/guests, The Heart of England Forest will not have control of these images.