

LPCC consent for use of – photographs, film and words

You are under no obligation to sign this consent form and you should only agree to us using your photographs, film or words if you feel happy with us doing so.

For any person under the age of 13, a parent or guardian must complete and sign the form below, on their behalf.

Event: Young People's Workshops

Location: Leigh Park Community Centre, Leigh Park Way, Westbury, Wiltshire BA13 3FN

Young person's name:	
Address:	
Email:	
Telephone:	
The month and year you were born: (i.e. Sept 2010)	
Please sign to confirm your consent:	

We will only use the above information should we need to contact you about the photograph, recording or to let you know about future young people workshops. We will not use this information in any other way or pass to a third party.

Next of kin in case of emergency: (If signing on behalf of a child or person unable to sign for themselves, please also provide your details)

Parent/Guardian/Carer name:	
Address if different from above:	
Your relationship with them:	
Please sign to confirm your consent:	

Photograph or recording distribution may include: newspapers, event publicity, newsletters, organisation's website and intranet, company reports, exhibition and other communications, online including social media.

How we may use your photo:

We will use your photograph, film and words to publicise events in newspapers articles, magazines and other media such as websites, social media, information leaflets, electronic newsletters and presentations.

You can contact Leigh Park Community Centre, office@lpccwestbury.org.uk at any point and ask us not to use your photograph, film or words for any new purposes. We will comply with your request and delete your photo, film or words from our records. However, you should remember that once an article is published and in circulation, especially online, it may be copied and used by others.

Please complete and return this form to a member of staff or by post to:

The Office, Leigh Park Community Centre, Leigh Park Way, Westbury, Wiltshire BA13 3FN

Charity Registration Number 1164413



How we will store images and recordings

We will store images/recordings electronically on systems only accessible to Leigh Park Community Centre.

How to withdraw your consent

Should you wish to withdraw your consent for the images/recordings to be used please email office@lpccwestbury.org.uk

Terms and Conditions

The person signing this form must be capable of giving their consent to the photographs and or recordings being used by Leigh Park Community Centre and its partners in the manner and for the purposes detailed overleaf and any other reproductions or adaptations of them either complete or in part, alone or in conjunction with any wording and or drawing, and acknowledge that no payment has been made to them in exchange for the photography/recordings

In the case of people who are incapable of giving their consent, a representative such as a parent, guardian or carer who represents the person in their best interest must sign this form. Telephone number and or email address will not be disclosed. Contact details will not be sold on or transferred to any third party. A copy of this completed form will be stored with the digital image files or prints.

Copyright in the photography and or recordings belongs to Leigh Park Community Centre. Any unauthorised reproduction or distribution of the photography or recordings by a third party will constitute an infringement of copyright without credit to by-line stating authorship. The photographs/recordings will not be substantially edited, adapted or altered in tone or that may cause offence, embarrassment or distress.

Please send general enquiries and requests to office@lpccwestbury.org.uk

Postal address: Office, Leigh Park Community Centre, Leigh Park Way, Westbury, Wiltshire BA13 3FN