

Photography, video and audio consent form

Policy statement

It is Norwich Business Improvement District's (BID) policy that where we are planning to use a specific image (photograph or video film) for materials in the public domain, consent must be obtained by the appropriate person as set out below.

The purpose of the consent form is:

- To provide information for the person giving consent so they can make an informed decision.
- To be clear about which areas of work the consent applies to.

Where possible the consent form should be completed in the presence of a Norwich BID employee or representative who understands the form and can answer questions about it.

Why does Norwich BID need images?

Norwich BID is a Not for Profit Company Limited by Guarantee. It is a business-led and funded organisation, and all their income is re-invested in the city centre to help businesses succeed. Through their destination marketing arm, VisitNorwich, and their inward investment arm, Work in Norwich, Norwich BID promotes the city locally, nationally and internationally. We do this by using media such as photos and literature to enhance the depth and understanding of the organisation's objectives.

Who should read this form?

Those asked to give consent, including children and young people, parents, legal guardians, Norwich BID's staff and volunteers.

How are the images used?

We use images in a range of materials to promote Norwich BID as a whole and also to illustrate particular areas of our work and events. This includes (but is not limited to):

- websites
- social media
- publicity materials such as leaflets, brochures, posters and banners
- videos
- providing images to media and our project partners

How long does consent last?

Consent continues with no time limit. However, images will be reviewed after 5 years and securely deleted if there is no legitimate need for their usage.

Image consent can be changed or withdrawn at any time by notifying Norwich BID in writing at info@norwichbid.co.uk. We cannot withdraw images already published.

Who can give consent?

It is good practice to involve children and young people in the consent process of their images.

- Children under 18 years old – A signature of the parent/legal guardian must be obtained.
- Children who are 12 years old or under – Inform them how their images may be used. Be responsive to the child's feelings and respect their wishes.
- Children who are 12-18 and who have a sufficient understanding of the consent process and its implications may sign the consent form in addition to the parent/legal guardian.
- Children who are 18 years old and older, who understand the consent process, can sign for themselves.

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1. I hereby grant Norwich BID and any assignees or licensees the absolute right to use the images resulting from the photography/video filming shoot, and any reproductions or adaptations of the images for any purposes in relation to Norwich BID work including, without limitation, the right to use them in any advertisements and other publicity materials.
2. I understand that I do not own copyright or have any rights of ownership or other claim over the images.
3. I understand that Norwich BID will keep all the images and use them for such period as it considers appropriate, after which they will be confidentially destroyed.

Specific Consent

I agree that the image(s) may be published/broadcast alongside a generic text of Norwich BID work which may include, but not solely limited to, any of the areas referred to below:

Norwich Business Improvement District's websites (including but not limited to visitnorwich.co.uk and workinnorwich.co.uk), social media, promotional materials and activity, and circulated to the press and other organisations for publication, transmissions or broadcast.

I further understand that this consent may be withdrawn by me at anytime, upon written notice, but understand that withdrawing consent may not affect the material that has already been used.

I give this consent voluntarily.

Name of person/family in image and consent signature

Name of person(s) in image

Age(s)

Address
.....
.....

Consenting parent's/legal guardian's name, if child in image is under 18yrs old
.....

Signature Date

Tel no Mobile no
Email.....



Norwich
Business
Improvement
District

Staff use only

Norwich BID worker/volunteer/photographer name

Norwich BID project name

Date / Time of photoam / pm

Brief description of photo taken/where

.....

I have fully discussed the content of this form with the child/parent(s)/guardian(s)

Norwich BID's worker's signature Date