**** Drapers’ Hall

Bayley Lane, Coventry CV1 5RN

 Telephone: 02475270955

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 www.coventrymusichub.com

**Coventry Music Event Photo Consent Form** – Individual/Family

**Consent form for the use of images and video in the media, online and via social media.**

**Consent** (where over 18)**:**

I give my permission for:

* ***Coventry Music***
* ***Coventry Music Partners (see our website for the full list of partners)***
* ***Coventry Education Partnership***

to freely use and reproduce photographs and video taken of myself: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the person in the picture) During \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of event)

**This includes**

* **Media** third party print, broadcast and online media
* **Social Media** Open and in public e.g. via Twitter, Facebook, Instagram, YouTube
* **Printed** publications/materials produced by ***Coventry Music/and partner organisations***
* **Online** websites in the Public Domain managed by ***Coventry Music/and partner organisations***

 **Children and Vulnerable adults
For those people completing this form on behalf of someone else i.e. a child (under 18) or an adult with additional needs.**

I consent to photographs and video taken of ­­­my child being used where applicable and in any media releases produced by ***Coventry Music/and partner organisations***. I have the authority to make this decision (NOTE: no names of individuals will accompany pictures of people on social media).

I (PARENT/CARER)…………………..….…………..……….………am the responsible person giving consent for images to be used of …………………………………………….….………..……………………………………………………………………………….…(name of person in the picture)

Relationship to the named person: ……………………………………………………………………

**Your details:**Address:………..……………………………………………………………………………………………………………………………………………………………………………

Telephone:………………………………………………………Email:……………………………………………………………………………………..…………………………

Date:…………………………………………………………… Signed: ………………………………………………..………………………………………………………………

As part of the Coventry Music Hub, we have exciting new projects and news about our services that we hope you’d like to hear about. By providing your details you agree to be contacted by us. If you would prefer not to hear from us, you can stop receiving our updates at any time by contacting us or letting us know below. We share information regarding your lessons with the school, we inform students of their lesson times on a tuition Board located within the music department.

I consent to receive updates from Coventry Musi

 I consent to receive updates from the partners of the Coventry Music Hub

You may withdraw your consent at any time by e mailing Coventry Music music@coventry.gov.uk

*Full terms and conditions, including our photo and privacy policy can be found on our website at* [*https://www.coventrymusichub.co.uk/downloads/download/29/coventry-music-policies*](https://www.coventrymusichub.co.uk/downloads/download/29/coventry-music-policies)

**Terms and Conditions**

**Legal requirement**

The Data Protection Act 2018 and the General Data Protection Regulation (GDPR) requires us to have a lawful basis before collecting and using your personal information (pictures and words). Obtaining consent from a parent, guardian or legally appointed representative of the child under 18 provides this lawful basis.

Please note that images used on the internet can be viewed worldwide, even where UK law does not apply. ***Coventry Music*** takes all steps to ensure images are solely used for their intended purposes.

***Privacy Notice***

*Coventry Council will use your personal information to provide you with necessary and appropriate services. We will work with tutors, and hub partners to provide music. We will also share information about you with tutors to provide music lessons.*

*More details about how we use information about you can be found in the full privacy notice on our website* [*http://www.coventrymusichub.co.uk/terms*](http://www.coventrymusichub.co.uk/terms)

*Last Review: Sep 2022*

**PHOTOGRAPHY/RECORDED IMAGES**

Coventry Music and its partners will promote its activity through recorded media taken from its events. This material will contain images of children that have participated in (either as a performer or an audience member) Coventry Music events.

The interests and the welfare of children taking part in Coventry Music activities are paramount therefore Coventry Music has put in place various safeguarding procedures. These safeguards will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources, media publications, on the internet and elsewhere.

Coventry Music will seek permission from parents/guardians of children or via designated responsible adult group leaders to televise, record or photograph the event which will include children performing and watching as a member of the audience.

 If permission is gained Coventry Music/and their partners - where consent has been given - may use the recorded media for the following purposes:

* broadcasting any such recording or selling, hiring or otherwise making those sounds and images available in any audio, video or audio-visual form to the public without restriction
* making photographs available to the public without restriction
* using these sounds and images for publicity of the work of Coventry Music and their partners, anywhere in the world and retaining copies of the recordings and photographs in Coventry Music archives for use in future publicity for an unspecified time.

Permission will be sought via a Recorded Media Consent Form or similar consensual document. If consent is declined Coventry Music will inform its photographers and film crew in advance of the performance to ensure no recording is made of the child in question. Coventry Music will also advise audience members not to take photos/films of the group in question and ask venue stewards to assist in enforcing no photography/filming by the audience for the performance. However, Coventry Music is not responsible for any recordings made by members of the public despite its best efforts to ensure this does not happen.

Coventry Music will ensure that only images with full consent will be shared for use by their partner organisations. If there is any doubt, then images will not be shared.

The following should be considered when deciding what images and recordings to make use of:

* We will never supply the full name (first name and family name) of the child or children along with the image/recording
* We will only use images of children in suitable dress

Depending on the role required of them by Coventry Music any photographer/videographer may be required to have a DBS. Coventry Music would never engage a photographer or film crew to work unsupervised away from the event location with children. Coventry Music will always inform groups when an official photographer or film crew has been engaged at an event.

Photographs at events taken by Coventry Music staff and volunteers may be used for official use, where deemed suitable, so long as they meet the conditions already set out above. It is not acceptable for Coventry Music staff and volunteers to take photos or make recordings at events for their own personal use which contain images of children.

Any press or broadcasting companies wishing to attend events will be required to carry identification as deemed appropriate. The press may wish to take photos or film your group and you are given the opportunity to decline even if you have given permission via the Recorded Media Consent Form.

If groups have any concerns regarding inappropriate or intrusive photography, these should be reported to a member of Coventry Music staff at the event.

Specific examples of previous usage of images and recordings by Coventry Music include the Coventry Music website, social media sites (YouTube, Twitter, facebook, Instagram), DVDs, press coverage – newspaper, radio and television, Coventry Music printed literature.