Diamond Club’s forms for gaining consent for use of photos, film and recordings

**Holiday at Home Photographic and Film Consent**

▪ Holiday at Home relies on donations and small grants to fund its activities, by purchasing refreshments, equipment and venue

▪ Films, photographs and voice recordings may be used to promote or report on Holiday at Home sessions to our funders or local media

▪ Images and/or voice recordings may be used in leaflets, posters, reports and internet publications

▪ You will not be identified by name in any use of your image/voice recording

▪ Permission for your image to be used may be withdrawn at any time by contacting Lesley Allen, Chair, Holiday at Home organiser in person or by e mail [email address] , although images that have already been made public cannot be withdrawn

**Holiday at Home Statement: Your Personal Information**

▪ On your first visit, we ask you to complete a registration form with name, address, contact numbers and the name and contact of a family member/friend. You may also choose to let us know if you have any specific needs

▪ This information may be helpful for us to respond to any enquiries from you, give you information about activities or if you need extra support. If we are required to share your information with emergency services or safeguarding office we will inform you and gain your consent if possible. Your information will never be given to any other third party without your explicit consent

▪ Information is kept in a locked box or password/PIN protected device accessible only to the organisers, who have DBS clearance and have attended Safeguarding awareness training

▪ You are free to withdraw consent for us to hold your information at any time by contacting Lesley Allen, Chair, Holiday at Home organiser in person or by e mail [email address]

**Registration form**

|  |  |
| --- | --- |
| Name:Address: | Contact e mail/telephone (if you are happy for us to contact you): |
| How would you describe your ethnic background? | How old are you? (Please tick) 60-69 70 -79 80-89 90 or older |
| Name/contact for carer/friend/family member: |
| Do you have any particular needs? e.g care needs, dietary requirements: |
| Do you have any symptoms of COVID-19? (If you do, you will not be able to attend today’s activity) |
| I agree to my personal information being kept by Holiday at Home organisers in a locked box or on password or PIN protected devices for: the duration of the events/ for a period of one year, to inform about other events of interestSigned: Date: |
| If photographs are taken, I agree to my image being used in reports and publicity about the Holiday at Home scheme. I understand I may withdraw my consent at any time, although it will not be possible to remove images already circulatedSigned: Date: |

**Holiday at Home/Bring Me Sunshine Event Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name (please print) | Please sign if you agree to your photograph being used in our publicity/newsletter locally | Time in | Time out |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |