**Add logo or organisation name**

Photo, film, audio recording or story release form

***Instructions for users of this suggested template [delete before use].****Please add your organisation details and amend the purposes the photos/film/recording/story will be used for where prompted.   
See also notes at the end about capacity.*

The **[ORGANISATION NAME]** would like to [**EXPLAIN REASON FOR WANTING TO USE PHOTOS, FILMS, AUDIO RECORDINGS OR INDIVIDUAL STORIES** – for example: promote stories about the impact of day centres from the perspective of service users and carers; or promote a better understanding of our day centre service].

I (add full name here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby give permission to be photographed/filmed/interviewed/recorded/provide my story to the **[ORGANISATION NAME]** to be used for the following purpose(s):

* Internal and external communications, publications and online.

I consent to use of material captured involving me/my research story in media outlets and **[ORGANISATION NAME]**’spromotional material and publications, and for general use, where appropriate.

I am aware that the materials will be held indefinitely, that resources may be in circulation for a number of years and that I retain the right to withdraw my consent for use of materials at any time.

I understand that, if I withdraw my consent for their use, all appropriate steps will be taken to remove the materials, but that it may not be possible to stop their use completely as they will already be in circulation.

I consent to my photo being used.

Signature:

Date:

Email:

Tel:

*(Must be signed by parent/guardian if individual is under 18 years of age)*

Consent collected:

by: **[PRINT NAME]** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of the **[ORGANISATION NAME]**.

***Notes for users of this template [delete before use].***

*In gaining permissions, it is important to remember the* [*Mental Capacity Act principles around consent*](https://www.legislation.gov.uk/ukpga/2005/9/section/1) *(see also below this note). Many older day centre attenders will have mental capacity to give consent for the use of their photos/film etc, but some may not. Some people’s capacity fluctuates. Some people have capacity to make some decisions but not others. Complying with the MCA will mean discovering whether a person has capacity to give the necessary permission at the time it is being requested. If they do not, a proxy will need to be approached for permission (e.g. a family member).*

*Discovering a person’s capacity to give permission can be relatively straightforward and can be done by someone at the day centre who would explain they would like the person’s permission to use photos etc. They should explain what the photos might be used for, that they may be used for some time, and that the person can withdraw their permission in the future. The individual ‘assessing’ the person’s capacity to make this decision would then use the 4-stage test of capacity, during which further questions about understanding/decisions are asked. The person may be asked to explain their understanding of the situation:   
1) can they understand what is being asked of them and any consequences?   
2) can they weigh up this information?   
3) can they make a decision about it?   
4) can they communicate their decision?*

[***Mental Capacity Act 2005***](https://www.legislation.gov.uk/ukpga/2005/9/section/1) *principles concerning decisions around capacity: (1) A person must be assumed to have capacity unless it is established that he lacks capacity. (2) A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success. (3) A person is not to be treated as unable to make a decision merely because he makes an unwise decision. (4) An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests. (5) Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.*