Consent Form for parents and guardians

London Youth Table Tennis October 2019

London Youth supports and challenges young people to become the best they can be through hundreds of diverse community youth organisations and our two residential centres. To help promote the value of good youth work we would like to gather a range of photographic, video and audio content from across our work, including from young people who are engaged with our member organisations and at our centres.

Photos and videos may be used on websites, social media, promotional materials, publications, press releases or other illustrations of our work. This might include us taking pictures at tournaments, activities run by London Youth, within a member club itself, or other events. Each time we run an event we will ask for specific permission to take and use photos.

In line with our child protection guidelines, we have a strict policy on the use of any photographs and videos, which commits us to:

* Gaining consent from parents or legal guardians of all under 18s whose photo we may wish to take
* Never revealing personal details of young people being photographed/filmed (full name or any other biographical details)
* Only using the photos/films as illustrations of good youth work delivered by London Youth or its members or other partners
* Ensuring that any young people whose parents or guardian do NOT give permission are excluded from use of any photographs/films
* Storing any photos taken securely in password-protected folders, and ceasing to use them for new promotional purposes after three years (or immediately at the request of the young person or parent / guardian)
* Not sharing the photos with any third parties, except member and partner organisations for promotional purposes, or with funders or media for specific activities and use.

You are also able to:

* Withdraw your consent at any time by contacting media@londonyouth.org or the address below. If you withdraw your consent, we will stop using the photos/videos for future purposes but may not be able to retract publications already in the public domain
* Ask us to erase the photos
* Contact us if you have any questions or complaints. Alternatively, you may complain to the Information Commissioners Office via their helpline on 0303 123 1113
* Ask us for a copy of the photos that we store in relation to your child

A full copy of our guidelines is available on request.

**If the individual is under 18 years of age or is a vulnerable adult, their parent, legal guardian or authorised legal representative must sign below**:

I confirm that I am the parent, legal guardian or authorised legal representative of this individual and warrant that I have lawful authority to sign this consent form for and on their behalf.

I give permission for my child to be: *(please tick as applicable)*

Photographed □ Filmed □ Audio Recorded □

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child/young person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth of child/young person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your contact number for enquiries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to participant: Parent / guardian / authorised legal representative

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

*In accordance with the terms of UK data protection law we will only use your personal details for the purposes of contacting you about your material, if we need to. We will never disclose your personal details to any third party without your consent.*

*Please give this form back to London Youth soon as possible. Thank you.*