Event: Minster and Monkton Church of England Primary Schools residential to Hindleap Warren

Date & Time: Monday 3rd June – Friday 7th June

Location: Hindleap Warren Outdoor Centre

London Youth supports and challenges young people to become the best they can be through our network of over 600 community youth organisations, our two residential centres and through partnerships with some of London’s biggest employers. To help promote the value of our work we would like to gather a range of photographic, video and audio content.

During this event, London Youth will be capturing photo, video and audio content to enable us to promote our work and future events. Photos, videos and audio content may be used by London youth, or by our event partner(s) (including funders) and member organisations on websites, social media, promotional materials, publications, press releases or other illustrations of our work.

We will ask for specific permission to take and use photos, video and audio content each time we run an event. Your consent at this event does not give us consent for future events that your child may attend with London Youth, our member organisations and partner organisations.

In line with our child protection guidelines, our strict policy commits us to:

* Gaining consent from parents or legal guardians of all under 18s who we may wish to photograph, take video or audio content of
* Never reveal personal details of young people being photographed/filmed/audio recorded
* Only using the photos/video/audio content as indicated above
* Ensuring that any young people whose parents or guardian do NOT give permission are excluded from use of any photographs/video/audio content
* Storing any photo/video/audio content 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 photo/video/audio content with any third parties, except our event partners (including funders) and member organisations

After the event you are also able to:

* Withdraw your consent at any time by contacting media@londonyouth.org or writing to us at the address below. If you withdraw your consent we will stop using the photos/videos/audio content for future purposes but may not be able to retract publications already in the public domain
* Ask us to erase the photos, video and audio content. As indicated above, we may not be able to retract publications already in the public domain
* 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, video or audio content that we store in relation to your child

A full copy of our child protection guidelines is available on request.

**If the individual is under 18 years of age or is not able to complete this form themselves, 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 confirm that I agree to London Youth taking photos, videos and audio recordings of my child for use on its websites, social media, promotional materials, publications, press releases and other illustrations and for content to be shared with London Youth’s event partner(s) and member organisations. I understand that the materials (photo, video and audio recordings) will be used to promote the work of London Youth, our event partners (including funders) and member organisations.

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

Photographed □ Filmed □ Audio Recorded □

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

Name of 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.*