

Photo / Filming Consent Form

Shoot:	Shoot Date:
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This consent form outlines the terms on which you _____ (*full name in capitals*) agree to allow Royal Botanic Gardens, Kew (“Kew” or “us”) ¹ to use media (“photos / films”) featuring your image for the uses set out below.

Permission - By signing this consent form, you give us your permission to:

- capture and use all, or any part of, the photos / films in both printed² and digital³ materials for the following internal and external uses:
 - Educational & learning activities undertaken by us (eg. training materials, scientific communications, online learning platforms, brochures)
 - Publicity, marketing & advertising undertaken by us
 - Publicity, marketing & advertising about us, undertaken by media / journalists (eg. newspapers and digital media channels) and our partner organisations such as funder or sponsors that we work with to achieve our mission and goals
[Please strike out any uses you do not consent to]
- publicly use your name within, or in association with, the photos / films. *[Please strike out if you want your name to be withheld]*

Editing – You agree that we can edit or alter the photos / films to fit with our house style or the requirements for different formats (such as brochures, posters, digital).

Sharing with third parties –

Some of our service providers may have access to the photos / films in order to perform services on our behalf (examples of this include printers, IT / website providers, etc.)

Provided you have given your permission above, we may also share the photos / films (along with a copy of this form) with media, journalists and partner organisations.

Transfers - Once an image or film is published, it may be transferred to recipients in countries outside the European Union that do not have the same data protection laws. Photos or films that are published online can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Payment – You understand that you will not be paid for participating in this photography or film shoot.

Withdrawal - Insofar as it is personal data, Kew will process and retain the photos / films and your contact details in accordance with the Kew Privacy Policy available at: <https://www.kew.org/privacy>.

In accordance with the Data Protection Act, you may request for RBG Kew to stop using your image. In that event, Kew agrees that the photos / films will not be used in future publications but may continue to appear in publications already in circulation.

Signed _____ By: _____ (name) Date: _____

Contact details – Email: _____ Tel: _____

(Kew will only use these details to administer this consent and to contact you regarding the use of the photos / films if necessary.)

¹ Being the Board of Trustees of the Royal Botanic Gardens, Kew and its wholly owned subsidiary, RBG Kew Enterprises Limited

² Printed materials shall include without limitation publications (eg. newsletters, magazines, reports, books, newspapers), promotions, advertisements, posters and presentations.

³ Digital materials shall include without limitation publications (eg. e-newsletters, e-magazines, online publications), advertisements, applications and presentations. Such materials could be used on social media platforms, websites and in email communications.