

Photo / Filming Consent Form (Under 16s)

Shoot:	Shoot Date:
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This consent form outlines the terms on which you _____ [**full name in capitals**] agree to allow the Royal Botanic Gardens, Kew (“Kew” or “us”)¹ to use media (“photos / films”) featuring your child(ren) _____ [**insert full name(s)**] of whom you confirm you are the parent or guardian, 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 funders 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 and / or your child(ren)s name(s) within, or in association with, the photos / films. ***[Please strike out if you want your name and your child(ren)s name(s) 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 of Photos / Films - 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 / 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 and / or your child(ren) 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 that Kew stops using your child(ren)'s 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.