

Consent form for photographs and recordings

LONDON CAREERS FESTIVAL

Who needs to sign?

| | |
|---|--|
| Aged 12 years or under? Parent/guardian must read and sign on page 3. | Aged 13 or over? You can read and sign yourself on page 3. |
|---|--|

WHO: We are London Careers Festival, part of City of London.

London Careers Festival (the “London Careers Festival”) is managed and controlled by the Department for Community and Children’s Services, a department of the City of London Corporation (“the City of London”) and the City of London is the data controller for the processing of your personal data.

WHAT: Photos & recordings of you/your child to promote London Careers Festival.
WHERE: For use on our websites and social media, newsletters, press and media.

The details...

London Careers Festival uses photographs and recordings (video and audio) of children and young people for internal and external promotion of the London Careers Festival and the City of London. These photographs and recordings may be used in print and digital media formats, including: -

- London Careers Festival and City of London website
- Social media channels
- Posters, leaflets and other printed material
- Digital communications such as email newsletters and e-flyers
- Press and media
- Advertisements

WHAT: Also, sharing photos & recordings of you/your child with approved festival partners for use on their website, newsletter, social media.
WHERE: For example, partner business, workshop provider, publicity agency.

The details...

We may share photographs and recordings with third parties that are, have, or will collaborate with City of London on the London Careers Festival, such as:

- Workshop providers or business partners wanting to promote their involvement, for

- example, a picture included in a company report, a picture in a social media post.
- Advertising agencies or suppliers, for example, sharing a photograph or recording to be used as part of a publicity campaign or advertisement.
 - Photographers, video production companies and designers who help us to produce promotional content.

IN THE MEDIA: If selected to appear in print or broadcast media, we will not provide your name / the name of your child/young person or any other identifying information unless we have your permission.

The details...

We may occasionally directly share photographs and recordings with relevant press and media. In these circumstances we request that photographs and recordings are only used in relation to London Careers Festival and City of London publicity and are not shared or used beyond this purpose. We will not supply the name of a child/young person or any other identifying information along with their photograph, unless we have permission to do so.



CONDITIONS: Consent is valid for 3 years. You can withdraw consent at any time, but that does not apply to materials already in circulation.

Full conditions of use:

- Consent will be valid for three years from Monday 3 February 2025. Should we wish to continue using the photograph or recording, we will re-seek your consent.
- Photos and recordings will be the property of City of London.
- We will never disclose personal information of any child or young person, unless:
 - We are required to in order to comply with a legal duty.
 - We have your specific permission to do so.
- Whilst we will only share photographs and recordings with third parties such as those listed above, we cannot control what happens once they are in the public domain.
- I can withdraw my consent at any time by contacting lcf@cityoflondon.gov.uk. Upon withdrawal of consent, City of London will cease using the photographs and recordings of the child or young person in my care in future materials. However, I acknowledge that this will not apply to materials already in circulation.
- Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.

Giving Consent

To comply with the Data Protection Act 2018, we need permission to use photographs and recordings of you / the children and young people in your care.

| | |
|---|---|
| <p>You are a parent... of a child aged 12 or under Parent/carer/guardian must read and sign.</p> | <p>You are a young person... aged 13 or over You can read and sign yourself.</p> |
|  |  |
| <p>I am the parent/carer/legal guardian of the person named below. Tick box</p> | <p>I am the person named below and I am aged 13 or older. Tick box.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|--|--|
| <p>Your name:</p> | |
| <p>Name of child/young person: If signing as parent/guardian.</p> | |
| <p>Email Address: E.g. In case we'd like to inform you of inclusion in broadcast media etc.</p> | |
| <p>Comments (if any):</p> | |

I have read and understood these conditions of use for London Careers Festival to use and retain photographs and recordings of me / the child/young person in my care.

| | |
|--------------------------|--|
| <p>Signature:</p> | |
| <p>Date:</p> | |

For Office use only:

| | |
|---------------------------|------------------------|
| <p>File Name</p> | |
| <p>Location</p> | |
| <p>Consent expires on</p> | <p>2 February 2028</p> |