**Consent form for photography/filming and media**

**For Grant Beneficiaries/Organisations**

We consent to Sutton Coldfield Charitable Trust (‘the Trust) using photographs and/or video recordings of our organisation and/or individuals/ that help deliver our service to promote the Trust. We have received fully informed consent from those individuals that benefit from our service for the usage of their images by the Trust.

We understand that these images could be used in print and digital media formats including print publications, websites, posters banners, advertising, social media, and research purposes. We understand that images on websites can be viewed throughout the world and not just in the United Kingdom.

We agree to the Trust sharing information about a grant with third parties acting on behalf of the Trust and also agree to the Trust sharing contact information with them for the purpose of promoting the Trust.

We understand that some images or recordings may be retained by the Trust once they are published and used in the future.

The Trust is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes and in-line with the Trust’s Privacy Notice which may be subject to change at any time.

**Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask the Trust to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

You have the right to lodge a complaint against the Trust regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>).

I/We have read and understand the conditions and consent to our images being used as described.

|  |  |
| --- | --- |
| Print Name |  |
| Signature |  |
| Position |  |
| Organisation  |  |
| Date |  |

**Contact details**

If you have any questions relating to this consent form or the way the Trust is planning to use your information please contact:

Mrs Clare Haines, Grants Manager

SCCT, Lingard House, Fox Hollies Road, Sutton Coldfield B76 2RJ

Tel 0121 7940970

Grantsmanager@suttoncharitabletrust.org

If you have any questions relating to data protection please contact the Trust’s Data Protection Lead, Helen Kimmet, Tel 0121 794 0970 email helenkimmet@suttoncharitabletrust.org