

## Young Reporters Scotland media consent form

### General Guidance

When creating media (photographs, filming or audio recording) it is important to ensure you gain permission (consent) from any people (subjects) who feature within the media. This ensures that both the people in the media and the person producing the media are clear about what it will be used for, how long it will be kept for and how they are protected by data protection law. This is best practice as you develop your media skills and for your work with Young Reporters Scotland you need to ask people who feature within your media to complete this form and submit it to Keep Scotland Beautiful with your media.

Event Description: Young Reporters Scotland, on behalf of Keep Scotland Beautiful

Name of Young Reporter (*please print*):

Date:

**To be completed by subject(s). If the subject(s) is/are under 16 years of age, this should be countersigned by a parent/guardian. Please complete before photographs are taken or film or audio is recorded.**

- Person(s) in media: I hereby grant Keep Scotland Beautiful the right to use the media (still images (photographs) / moving images (film) and audio recordings) and any reproductions or adaptations of the media for all general purposes in relation to the work of Keep Scotland Beautiful, including, without limitation the right to use the media in any publicity materials, newspapers, magazine articles and online (web and social media) whenever Keep Scotland Beautiful chooses to do so. I also grant Keep Scotland Beautiful permission to share the media with relevant partners. (*please tick*)

Subject Name(s) (*please print*):

Subject Signature(s):

Name of Parent/Guardian (*if subject(s) under 16*):

Relationship to subject(s) (*if subject(s) under 16*):

Signature of Parent/Guardian (*if subject(s) under 16*):

Date:

This consent will apply for an indefinite period. Media is used for approximately five years and then stored securely in our media archive for possible future use.

We cannot withdraw images / recordings already published. Media consent for future use can be changed or withdrawn at any time by notifying us. Please reference this form and write to Keep Scotland Beautiful, Glendevon House, The Castle Business Park, Stirling, FK9 4TZ or email: [data@keepsotlandbeautiful.org](mailto:data@keepsotlandbeautiful.org)

Your personal information and right to privacy is important to us. It is not our practice to sell, rent or otherwise to disclose your personal information to others. You can read our Privacy Notice by visiting our website: [www.keepsotlandbeautiful.org/privacy](http://www.keepsotlandbeautiful.org/privacy)