**Photography and Filming Consent Form**

County Durham Sport (CDS) will take all steps to ensure images & videos are used solely for the purposes they are intended.

Photographs and video will be used on the CDS website in order to demonstrate the positive role sport can play in a young person’s life as well as being used by CDS for social media content and for promotion and marketing of future training & events.

Any young persons featured in photographs & video will be dressed appropriately for that activity and will not be identified by full name, address or school.

If you become aware that these images are being used inappropriately you should inform CDS immediately.

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| --- |
| Consent information: |
| *To be completed by the individual:** I give permission for my photograph to be used within CDS printed publications
* I give permission for my photograph & videos to be used on the CDS website
* I give permission for my photograph & video to be used on the CDS social media pages
 |
| **Signature of individual:** | **Print name:** |
|  |  |
| **Date:** |
| **If the individual is under 16, consent must be obtained from parents (please complete below).** |
| *To be completed by parent:** I give permission for my child’s photograph to be used within CDS printed publications
* I give permission for my child’s photograph & video to be used on the CDS website
* I give permission for my child’s photograph & video to be used on the CDS social media pages
* I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation.
 |
| **Signature of parent:** | **Print name of parent:** |
|  |  |
| **Date:** |

**GDPR & Photography/Video Storage**

**Responsibilities:**

CDS is the Data Controller under GDPR, which means that we determine what purposes personal information (including photographs & video) held will be used for and the manner in which any personal data will be processed. We are also responsible for notifying the Information Commissioners Office (ICO) of the data we hold or are likely to hold, and the general purposes that this data will be used for.

The Assistant Chief Executive is the organisation’s central point of contact for all data compliance issues and who ensures compliance with GDPR. Their role is to make sure the organisation is registered with the Information Commissioner’s Office and to ensure their notification is up to date. It is the Senior Leadership Team’s responsibility to ensure that all staff are aware of their data protection responsibilities through the circulation and explanation of this policy through induction and training. Relevant data protection issues will be included in induction training.

CDS requires all employees to comply with GDPR. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the organisation’s disciplinary policy and procedure.

**Storage of Photographs & Videos**

Photographs & Videos will be securely stored on the organisation’s server accessible only to the organisations staff.

Any computer files, photographs or video containing sensitive information will be password protected, accessible only to relevant member of staff.