

PERSONAL INFORMATION DATA & MEDIA CONSENT FORM

GDPR:

In order to provide a professional and effective service we need to keep a record of personal information. This is information such as your name and contact details, the person to contact in case of emergency and details of your volunteering with us. All personal information is treated as private and confidential by all staff and volunteers. It is recorded on a database and/or in a paper file.

You have the right to see any information that we hold about you, and to have your details removed.

We may compile statistical information for monitoring purposes, but this will never include references to a particular individual.

There may be times when a member of staff/volunteer might need to discuss some of your personal details with other agencies. We will only do this when it is necessary and will help you.

MEDIA:

At Esteem we produce a wide range of materials to tell people about our services and to raise money for our work. From time to time we take photographic images (moving and still) of people who take part in our projects and events, to enhance and illustrate media to make them more accessible, and inspiring for our audiences.

By completing this form, you give us full permission to use these images in our media applications, which reasonably promote or advertise Esteem's aims. (This may include our printed publications; adverts; audiovisual and electronic materials; media work; display materials; and any other media we may use in the future.) The images will not be used for any other purpose.

The copyright of any material which is generated as a result of this photographic session shall be assigned and shall be the property of Esteem.

Consent:

I have read and understood the information above, and I give my written consent for:

- Esteem to hold personal information about me, and for staff/volunteers to share information with other agencies where it is necessary.
- Esteem to share your email and/or phone number (please delete if you disagree) with relevant members of the team.
- Esteem to use images of you for our media materials.

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Document Author: Virginia Sampaio	Revised by: Rachel Bailey	Approved by: Cat Vizor
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Please state here if there are any ways in which you do NOT want us to use photo/videos(s) of you:

Signed
or type if emailed

Date

Document Control

Virginia Sampaio is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the General Data Protection Regulation.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook and esteem.org.uk

This form was approved by the CAT VIZOR and is issued on a version-controlled basis under her signature.

Signature:

Date:

Revisions to this document		
Revision number:	Date:	Description on modifications:
01	27/11/2018	Formatting of Document

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