Sandwell Children’s Trust - Consent for Photographs and Media

Service User Consent Form

Photographs and video images constitute ‘personal data’ and the processing of such data is subject to the requirements of the UK GDPR and Data Protection Act 2018.

Sandwell Childrens Trust may wish, for reference or identification purposes and to capture your child’s journey with us, to take photographs and media of your child.

Because photographs and video images constitute ‘personal data’ and the processing of this type of data is subject to the requirements of the UK GDPR and Data Protection Act 2018; we require your explicit written consent. At the end of this form you can indicate if you do or do not give permission for us to do this. In order to give permission, if you are not completing this form on behalf of yourself, you must hold parental responsibility for this child/young person. You may withdraw your consent at any time by contacting your key worker and advising them of your decision.

The use and storage of images and media will be subject to the following rules:

* Photographs and media should only be taken by an authorised person using a Sandwell Children’s Trust device
* Images and media will only be used in the context they were taken
* Sandwell Children’s Trust will store all permission forms securely on the electronic case management system
* All images and media of your child will be stored securely and will not be shared without your permission.
* No image of an individual or group of identifiable people will be used for publicity
* Images and media will be deleted in line with SCT retention Policy which can be viewed [here](https://www.sandwellchildrenstrust.org/intranet/information-governance/)

Consent for photographs and media

Consent to allow Sandwell Children’s Trust, it’s employees or agents acting on its behalf, to take and use images and media of me/my child:

 I consent for photos/media be taken and held on the secure case recording system

 I DO NOT consent for photos/media to be taken or used

|  |  |
| --- | --- |
| Name of Child/Young Person |  |
| Name of person completing consent form |  |
| Signature of young person or person responsible for child |  |
| Relationship to young person |  |
| If you are a Parent or Legal Guardian do you hold Parental Responsibility for this child/young person |  Yes  No |
| Date |  |

For internal use:

|  |  |
| --- | --- |
| Name of Employee  |  |
| Service Area of Sandwell Children’s Trust |  |

Guidance Notes

* The media of the child / young person must be recent and reviewed at regular intervals, and no later than every 6 months, to ensure that it is up to date or can be removed.
* Photographs uploaded must be in the file type of JPEG, GIF or PNG
* The child / young person / person with PR provides consent for uploading a picture (which can be evidenced above)
* The uploaded media should be of the child / young person only and it shouldn't include any other people (e.g. a group picture with their friends etc.)
* All media must be reviewed at point of case closure and deleted as required and in line with the retention policy