

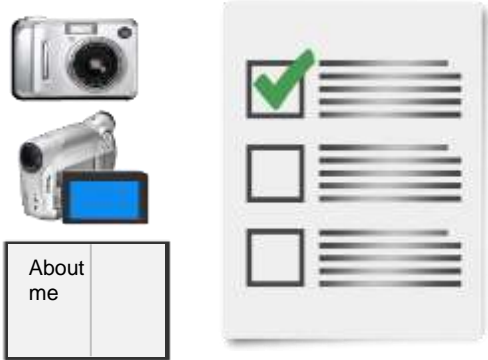




Photo, video and story consent form

	<p>We like to use photos, videos and stories to tell people about:</p> <ul style="list-style-type: none">- The lives of adults with a learning disability- What people with a learning disability think- The barriers some people face <p>We put them in things like reports, and on the internet.</p>
	<p>We do this to tell people about:</p> <ul style="list-style-type: none">• What Hft is and what we do• What needs to change so people with a learning disability can live their best life possible• Fundraising to get money for Hft so we can support more people
	<p>We must ask you if it is ok for us to use:</p> <ul style="list-style-type: none">• Photos of you• Videos of you• Your voice• Stories about you and things you have done



Fill in this **consent** form to tell us if it is ok or not ok for us to do this.

The word **consent** means saying yes to something.



We only ever use your first name.







Ask your supporter to help you if you are not sure what this means or what to do.














There is some information for them at the end of the form.











Consent Form

Section 1 – this part is for the person giving their consent

	<p>It is ok for Hft to use my photo for documents that are used within Hft for up to 3 years.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>
	<p>It is ok for Hft to use my photo for things that can be seen by people outside of Hft. This is things like reports, on the Hft website.</p> <p>It is ok to use my photo like this for up to 3 years.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>
	<p>It is ok for Hft to use my photo on Hft social media sites such as Facebook, Twitter, LinkedIn or Instagram.</p> <p>It is ok to use my photo this like for up to 3 years.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>
	<p>It is ok for Hft to use my photo for public relations and media activity for up to 3 years. This means local or national newspapers (printed or online)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>
 	<p>It is ok for Hft to use my photo for up to 3 years to help Hft raise money. This is called fundraising.</p> <p>It is ok to use my photo:</p> <ul style="list-style-type: none"> • on social media • in emails • in text or writing • on the internet • in the post 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>

	<p>It is ok for Hft to use video footage of me within Hft (internally) for up to 3 years.</p> <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/> </p>
	<p>It is ok for Hft to use video footage of me on:</p> <ul style="list-style-type: none"> • the Hft website • in external presentations and training • Hft social media sites such as Facebook Twitter, YouTube or Instagram <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/> </p> <p>It is ok for Hft to use my video like this for up to 3 years.</p>
	<p>It is ok for Hft to use a recording of my voice within Hft (internally) for up to 3 years.</p> <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/> </p> <p>This means that people can hear what I have said.</p>
 	<p>It is ok for Hft to use a recording of my voice on:</p> <ul style="list-style-type: none"> • the Hft website • in external presentations and training • Hft social media sites such as Facebook Twitter, YouTube or Instagram <p>Yes <input type="checkbox"/> </p> <p>No <input type="checkbox"/> </p> <p>It is ok for Hft to use a recording of my voice like this for up to 3 years.</p> <p>This means that people can hear what I have said.</p>

	<p>Your story This means some writing about you, your life or something you have done. We use stories to help us do things like:</p> <ul style="list-style-type: none"> • tell people about Hft and about support • help people understand more about learning disabilities and why things need to change • Raise money for Hft <p>You will see your story before we use it so you can say it is ok.</p> <p>Yes this is ok <input type="checkbox"/> </p> <p>No this is not ok <input type="checkbox"/> </p>	
	<p>Your name:</p>	
	<p>Anything else you want to say?</p>	
	<p>This is who supported me to make my choices:</p> <p>(Put the name of the person who supported you to fill out this form)</p>	
	<p>Signature:</p>	<p>Date today:</p> 

Please complete Section 2 on the next page if the person needed support to make this decision or to fill out this form. Fill in all details.

Section 2 – for the supporter to complete

If I needed support to make these decisions, this is who supported me:

Name:

Relationship:

Signature:

Date:

This is how they did this:

Section 3 – For the supporter to complete if a best interests decision is made

Best Interests Decision (please complete this section if you have made a 'best interests' decision on behalf of the person named on Page 1)

If these decisions were made in my best interests, these are the people who made the best interests decisions:

This is how they did this:

This is how I was involved:

Name:

Relationship:

Signature:

Date:

How to use this form: guidance notes for those supporting someone to fill out this form

Hft's consent form records an individual's agreement for Hft to use their photo(s) or video footage to promote Hft either internally or externally.

Photos and videos will be used by Hft for a maximum of three years from the signature date on the form. As the supporter, you must make sure the person you're supporting knows exactly what they are agreeing to when giving their consent.

The form is split into 3 sections:

- Section 1 is for the person being supported
- Section 2 is for you to complete to show how you've supported someone to give their consent.
- Section 3 needs to be completed if a "best interest" decision is being made.

Section 1: To be completed by the person you are supporting (if they're able to). If they are unable to physically complete the form on their own, please complete it for them and ask them to sign it.

We are asking for an individual to give their consent for Hft to use their photos or video footage for *three years*. We will always check with the individual if a third party requests consent to use their image or video footage before we share it with anyone.

In giving us their consent please ensure the person you are supporting support understands that Hft may use their photos or video footage to demonstrate our work in the following ways:

- **Internally by Hft staff:** to use for presentations, proposals, regional literature etc.
- **In leaflets and posters about Hft:** This might include our Annual Review, Hft leaflets, brochures, event posters or on display stands we use at events.
- **On the Hft website:** You should explain that anything we use on our website will be viewable by anyone around the world who uses the internet.
- **On social networking sites (Facebook, Twitter, YouTube and blogs):** You should explain that anything we use on social media will be available to people around the world who use that site and can easily be shared with other people.
- **For public relations and media activity.** This could mean local newspapers (printed or online) or in reports we circulate with decision makers, like MPs.
- **Externally in fundraising campaigns:** via post and online channels (which includes social media, email and text). You should explain that we will check this with individuals before including them in any large fundraising campaigns.

If we use a person we support's story or any personal information about them, including their name we will specify how that will be used and ask for consent at the bottom of the form.

Individuals have the right to withdraw their consent at any time. Please email communication@hft.org.uk if consent preferences change or call the Communications and Marketing team on: 0117 9061797. Please explain this to the person you support when you are going through this form with them.

Section 2: This is for *you*, the supporter, to complete and show how you've supported that person to decide to give their consent. You also need to provide evidence of how you have made sure the person you are supporting understands what they're agreeing to by giving consent.

Here you should include information about what you did to explain about giving consent. This could include:

- Showing someone pictures or videos on the Hft website, Twitter or Facebook page and telling them that lots of people use our website, or that people can share information on social media
- Showing someone a copy of a piece of literature such as one of our reports, like Lockdown on Loneliness.
- Outlining how that person showed their agreement.

We'll come back to the supporter named on the form if we need to check whether an individual is happy for us to use their video footage or image for external campaigns, appeals, or in the media.

Section 3: If you have made a 'best interest' decision for the person you're supporting, you must also complete section 3 of the consent form. Again, it is important that you provide evidence of how you've informed them, ie.

- Showing someone pictures or videos on the Hft website, Twitter or Facebook page
- Showing someone a copy of a piece of literature such as the Annual Review