**IET PHOTO, VIDEO AND AUDIO CONSENT FORM**

**[*DRAFTING NOTE:*** *Please ensure all drafting notes (including this one) are removed from the draft agreement* ***before*** *sharing with the Individual for their consideration.***]**

**[*DRAFTING NOTE:*** *You should adapt this template for the specific purposes for which it is being used. If you are unsure, please contact IET Legal / IET’s DPO on compliance@theiet.org.***]**

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| **IET:** | **[*DRAFTING NOTE:*** *You will need to consider which contracting entity is being granted the permission. This will depend on the activity for which you are using this form. Delete as applicable.***]**[**THE INSTITUTION OF ENGINEERING AND TECHNOLOGY**, a charity registered in England and Wales and in Scotland with charity numbers 211014 and SC038698 respectively, whose registered address is at Savoy Place, London, WC2R 0BL, UK]**OR**[**IET SERVICES LIMITED**, a company registered in England and Wales with company registration number 00909719, whose registered address is at Savoy Place, London, WC2R 0BL, UK] |
| **Individual(s):** | **[*Insert name(s) of individual(s) who is/are being photographed/filmed/recorded.*]****[*DRAFTING NOTE:*** *If a teacher is signing on behalf of their students and their parents/guardians, insert here the names of all students/children on behalf of whom the teacher is consenting. In all other cases, insert only one name here, as each relevant Individual should be signing their own Consent Form.***]** |
| **Consent Date:** | Consent is given with effect from the date of the signature below.  |
| **Content:** | **[*DRAFTING NOTE:*** *Delete as applicable, according to the content you are intending to collect*.**]**Photographs of the Individual(s)Recorded and live video footage of the Individual(s) Audio recordings of the Individual(s). |
| **Permitted Purposes:** | **[*DRAFTING NOTE:*** *The permitted purposes set out below give the IET some generous rights in respect of usage of the Content. You should consider the appropriateness of the permitted purposes, and include those that are relevant to the content being collected and the reasons for such collection.***]*** To publicise and market the work of the IET.
* To be made publicly available in any IET media including print copies, and/or on the IET’s websites (including without limitation [www.theiet.org](http://www.theiet.org), [www.india.theiet.org](http://www.india.theiet.org), [www.theiet.org.cn](http://www.theiet.org.cn), [www.americas.theiet.org](http://www.americas.theiet.org)), and/or on IET.tv (<https://tv.theiet.org/>), and/or on the IET’s YouTube channel (<https://www.youtube.com/user/theiet>), and/or via IET social media accounts.
* To be made available to the national press, other news or industry media for use in their business activities (both in print and digitally).
* To be made available to organisations with whom the IET collaborates for the purposes of publicising the IET and its work more widely, for use in their business activities (both in print and digitally).
* To be made available to organisations with whom the IET collaborates, such as event sponsors or prize giving organisations, who may use the Content on their own website, social media accounts and printed format for their business activities.
* To be made available on the IET’s intranet (accessible by IET global subsidiary employees) for the purpose of sharing news and updates on activities.
* **[*DRAFTING NOTE:*** *Delete reference to Institution of Engineering and Technology if that entity is listed in the table above as “IET”; delete reference to IET Services Ltd if that entity is listed in the table above as “IET”.***]** To be made available to all IET affiliates (including without limitation the [Institution of Engineering and Technology OR IET Services Limited]) for use in accordance with the other Permitted Purposes.
* **[*DRAFTING NOTE:*** *Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.***]** To publicise [the *FIRST® LEGO®* League][Faraday Challenge Days] and the work of the IET more widely.
* **[*DRAFTING NOTE:*** *Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.***]** To be made available to organisations who have sponsored [the *FIRST® LEGO®* League][Faraday Challenge Days] for use in their business activities (both in print and digitally).
* **[*DRAFTING NOTE:*** *Delete this purpose if consent is not related to FIRST® LEGO® League / Faraday Challenge Days.***]** To be made available to organisations with whom the IET collaborates on its educational activities for the purposes of publicising [the *FIRST® LEGO®* League][Faraday Challenge Days] and the work of the IET more widely, for use in their business activities (both in print and digitally).
* **[*DRAFTING NOTE:*** *Delete this purpose if consent is not related to a competition or award.***]** To permit the Content to be shared for use for the purpose of publicity that is required by the IET, its agents, suppliers and sponsors in relation to the competition or award in connection with which the Content is created, including without limitation the public announcement of competition winners or awardees.
* **[*DRAFTING NOTE:*** *Delete this purpose if consent is not related to an event organised jointly by the IET with another institution/organizer.***]** To permit the Content to be shared for use for the purposes set out above with the event joint controller.
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 **[*DRAFTING NOTE:*** *Please select the appropriate consent wording section below and delete the other sections.***]**

**[*To be used if the person signing is the person who is being photographed/ filmed/ recorded.*]** I consent to the Content captured of me to be used by the IET for the Permitted Purposes set out above, in accordance with the General Terms & Conditions set out below.

**[*To be used if a parent or legal guardian is consenting on behalf of a child (aged under 18 years) who is being photographed/filmed/recorded.*]** I consent to the Content captured of my child to be used by the IET for the Permitted Purposes set out above, in accordance with the General Terms & Conditions set out below. I confirm I consent in accordance with consultation and consent of my child.

**[*To be used if a teacher is consenting on behalf of students (aged under 18 years) who are being photographed/filmed/recorded.*]**I confirm that the parents or legal guardians of the Individuals (who are my students) have been informed of the Permitted Purposes for using the Content captured of the Individuals. I confirm that the parents or legal guardians of the Individuals consent, in accordance with consultation and consent of their children, to the Content captured of their children to be used for the Permitted Purposes, in accordance with the General Terms & Conditions set out below. I confirm I have informed the IET of the identity of any of my students whose parents or legal guardians have indicated that they do not wish for any Content captured of their children to be used for the Permitted Purposes.

**Signed by:**

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| --- | --- | --- | --- |
| Full Name: |  | Signature: |  |
| Relationship with Individual(s) (if relevant, e.g. parent, legal guardian, teacher) |  | Date: |  |

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| For Internal Use of the IET:Photographer/Videographer/Producer:Event where photos/video/audio taken:Date and location of event: |

**GENERAL TERMS & CONDITIONS**

1. Consent
	1. The generation of the Content by us (or our representatives) by the taking of photographs, video footage and audio recordings (as applicable) of the Individual(s) and the granting of consent through this Consent Form will constitute an agreement on the terms set out in this Consent Form between the IET and the Individual(s) or their parents/guardians/teacher.
	2. You consent to us using the Content for the Permitted Purposes.
	3. You acknowledge that once the Content appears in the media, on the internet, on the IET websites, on the IET social media accounts, or published (in print and/or digitally) by our partners or news/media organisations, or is otherwise made available to the public in accordance with the Permitted Purposes, it is in the public domain and may be replicated by others, and the IET has no control over who else may use or view the Content or how long the Content remains available to use or view.
	4. If the Individual is an IET prize winner, under the lawful basis of legitimate interest, we may use the Individual’s name, country of origin, and winning design (where applicable), in addition to the Content, for the Permitted Purposes.
2. Data Protection
	1. The IET will treat all personal data in accordance with the provisions of the UK General Data Protection Regulation. For data protection purposes, the IET is the controller of (and responsible for) the personal data comprising the Content and your contact details and any related personal data.
	2. You can utilise your personal data rights, including withdrawing your consent given in this Consent Form at any time, by contacting our data protection team at compliance@theiet.org. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
	3. The IET will process the Content and your contact details and any related personal data in accordance with the IET Privacy Notice. For further information on privacy, please review the IET Privacy Notice at [www.theiet.org/privacy](http://www.theiet.org/privacy).
	4. Where the IET processes the personal data of individuals, including children, subject access rights are available.
	5. If you have any concern or question about how the IET handles your personal data please contact the IET Data Protection Officer at privacy@theiet.org. You also have a right to submit a complaint to the Information Commissioner’s Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) or your applicable Data Protection Authority.
3. Storage and Access
	1. The Content taken will be securely stored on the IET’s servers along with a copy of this Consent Form, and it will only be accessible by IET staff who need to access it.
	2. The IET will only process the personal data of the Individual(s) for the Permitted Purposes and will remove the Individual(s) data from its systems when no longer required, and in any event at a maximum of ten years from the date the Content was created.
4. Governing law
	1. This Consent Form and any dispute arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the laws of England and Wales.
5. Jurisdiction
	1. You and the IET irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this Consent Form or its subject matter or formation.