The City of Boroondara requests your permission to use photographs, audio or video recordings taken of you at:

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by photographer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of photo/recording: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distinguishing features of subject(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Your permission

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give the City of Boroondara and City of Boroondara councillors permission to publish my photo/recording and name, and to store a photo/recording in Council's media library, for use in print and online publications, including on our website and social media or on councillor’s social media accounts to promote Council services or events.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of business/org (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the above participant is under 18,** a parent/guardian is required to give consent below:

Parent's/guardian's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: we only keep images of children for five years from the date you sign this form. Consent will automatically expire after this time.

**Privacy statement**

The personal information provided on this form has been collected by Council for the purpose of gaining informed consent to take and use photographs, footage or audio of you at the event specified in the form. The personal information will be used by Council for that primary purpose or directly related purposes, including use by City of Boroondara councillors for use on their councillor social media accounts. The information may also be used to update Council’s customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected Council will not use the photo/recording in print or online publications. You may apply to Council for access to and/or amendment of the information on this form and such requests should be made to Council's Privacy Officer.

**Please note: while we will never share an image with a third-party (other than councillors) without consent, any image that is published online can be copied and redistributed without the knowledge of the person that uploaded it.**

**Office use only – Instructions for registering this form**

**Shoot organiser**: Scan this form (if there are multiple forms for 1 shoot please scan as a single pdf) and upload them to Third Light with the associated images. Please name the file using this convention: ‘Photo-release \_EVENT-NAME\_MONTH-YEAR’ (E.g. Photo-release\_Casserole-Club\_Mar-2015). The image file name must have the name of the person to link it to the form.

**Admins**: link this form to the images in Third Light, then upload to the Communications and Community Engagement / Administration-Communications and Community Engagement / Photo Permissions folder in Objective.