

## Colchester and Ipswich Museums would like to use an image of your family or you and your children in its publicity.

The Museum Service recognises the need to ensure the welfare and safety of all children. We will not permit images of children or young people to be taken without the consent of parents/carers of children.

These pictures may be sent out to the media with a press release, used for promotional publications or on our websites.

(Please note that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies).

- To help us comply with the Data Protection Act 1998, we'd like your permission before we take this image.
- Photos will be stored in a secure location and only authorised staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.
- Addresses will not be disclosed in detail, but we may state eg ' A Smith from Colchester'.
- We will not use the images taken, or any other information you provide, for any other purpose. Personal e-mail, telephone or fax numbers will not be disclosed.

Please sign and date this form where shown.

Young person's name(s)

Parent / Guardian's name

Address

Postcode

Telephone

Location of Photograph/filming and event name.

I have read and understood the information above

Signed by parent /guardian

Dated

### OFFICE USE ONLY

Description of photographs taken  
(brief description noting buildings people etc to help with identification)

Image file names  
(for example DSC00123.JPG - if more than one image give starting and ending file name)