**PHOTOGRAPH / FILMING / INTERVIEW / STORY CONSENT FORM**

**This is a consent form for photos, film, voice recording or stories for the activities below.**

To help us promote the work of Restore, and help campaign for better mental health for everyone, we need photos, audio, videos and stories to illustrate our work.

**You confirm** that Restore can use your photo, film, voice recording, or story for the following activities and purpose:

|  |  |
| --- | --- |
| The ‘**Activities**’ | Posting online, storing, saving, uploading, copying, sharing on social media, other |
| The ‘**Purpose**’ | Use for printed and online materials for Restore (including publications, reports, promotional material, websites, and social media. We may also share this with other organisations or companies (*such as, but not limited to*, the Oxfordshire Mental Health Partnership, and fundraising bodies) |

 You may indicate if you do not want to consent to a specific platform here (*if you do not wish to share on Social Media for example*):

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| --- |
|  |

**You confirm** that Restore can:

|  |
| --- |
| * Store copies of any photograph/recording/story for as long as necessary to fulfil the Purpose;
* Store the photograph/recording/story and your contact details in Restore’s photographic libraries;
* Store your contact details – including this Consent Form – on our databases for the purpose of contacting you if necessary.
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**Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_/\_\_\_/\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_/\_\_\_/\_\_\_\_**

**Restore Data Protection Notice**

Restore is registered with the Information Commissioner’s Office as required under the General Data Protection Regulations (GDPR), registration number Z468091. Restore promises to respect any personal data you share with us or that we receive from other organisations, and ensure it is kept safely and responsibly. We aim to be clear when we collect your data and not do anything with it that you would not reasonably expect.

**Why do we need to collect information and how do we use it?**

***Our clients:***Developing a better understanding of our clients through their personal data allows us to make better decisions and improve the services and support which you receive. The information is used to answer questions, provide advice and guidance, ensure we offer you the right services, and ultimately achieve your goals and start employment, volunteering or education.

Some people choose to share their story and tell us about their experiences with mental health to help further our work. We will only share this information publicly, if we have your explicit and informed consent. This consent can be withdrawn at any time.

***Our supporters/customers:*** By collecting basic information such as name, contact details and your reason for wanting to contact Restore, we can:

* Provide you with the services, products or information you ask for
* Keep a record of your relationship with us
* Ensure we know how you prefer to be contacted
* Understand how we can improve our services, products or information

Restore has an ‘opt-in only’ communication policy, meaning that we will only send marketing communications to those that have explicitly stated that they are happy for us to do so via their preferred channel or channels; email, phone or post. This consent can be withdrawn at any time.

**Information sharing**

Information sharing in the context of this policy means the disclosure to a third party organisation. Restore will only share information in exceptional circumstances where necessary and proportionate and in compliance with the General Data Protection Regulation and Data Protection Act. We will only ever share your data in other circumstances if we have your explicit and informed consent.

**Storage and retention of data**

We ensure that there are appropriate technical controls in place to protect your personal details. For example, our online forms are always encrypted and our network is protected and routinely monitored. We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by the relevant people.

We do not retain data longer than is either legally permissible or reasonable.  We take care to destroy data responsibly, following guidelines laid down in the GDPR.

We aim to keep information up to date and really appreciate if you could let us know if your contact details change or if there are discrepancies in the information we provide, and we will correct them. We will adhere to your individual rights concerning your data.

***Reviewed February 2020***

**Your rights**

You have the right to:

* **request access to your data**. This enables you to receive a copy of your data and to check that we are lawfully processing it.
* **request correction of your data**. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
* **request erasure of your data**. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object in processing (see below).
* **object to the processing of your data**, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situations which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
* **request that the processing of your data is restricted**. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.

Further information on these rights is available from the Information Commissioner’s Office (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

Depending on the circumstances and the nature of your request, it may not be possible for us to do what you have asked, for example where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

**Contact**

If you wish to raise any queries or concerns about our use of your data, please contact us at:

Restore,

Manzil Way,

Cowley Road,

Oxford,

OX4 1BY

Or contact the Restore team on 01865 455821 or via email information@restore.org.uk.