BRITISH GYMNASTICS CONSENT FORM
Designed for a photo/video shoot. Use of personal image (photography and film) and/or words.

We respect your privacy and believe that you should have a choice about how your images are used. We will always ask for your consent to publish any images taken at a photograph or filming shoot we have organised.

**How could my image by used?**

We have a specific purpose for which we wish to use your images. We also retain positive images for general marketing and promotional purposes on our website, on social media, in e-newsletters and for use in printed and digital leaflets including posters, adverts, reports and presentations or in materials sent out to the media for newspaper or magazine articles.

With your consent we may also share your images on request with our approved third-party organisations to promote the sport or their own gymnastics activities.

**What happens if I agree and later change my mind?**

You can withdraw your consent at any time by contacting customersupport@british-gymnastics.org. If we have published your image on our website or social media account, we can usually remove them. It is important to understand that after publication in this way, your image [or words] can be copied and used by others without specific authority. If your image(s) have been used in hard copy documents, it is usually not possible to withdraw a document that is already in circulation, especially if it is early in its lifespan, but we will ensure any images of you are deleted from our image bank. If you have agreed for your image(s) to be shared with a third party, we will make all reasonable efforts to ensure they also delete any images of you that they hold.

Please note that withdrawing your consent does not mean that any use of your images based on your consent prior to its withdrawal would be unlawful.

**How long will British Gymnastics retain my images?**

As your image is for a specific use, you'll find the projected lifespan below. Images held in our image bank for general promotional purposes will be retained for five years unless you withdraw your consent prior to that date. After this time, we will review all images and they will be deleted or archived if they are deemed to be of public interest as they reflect a key event in British Gymnastics or the sport's history.

Further information about how we use your personal information and your individual rights can be found in our Member Privacy Policy which can also be viewed on our website at: british-gymnastics.org/members-privacy-policy

**Conditions of use**

* No information will be included with any published images that will identify the person featured unless you have provided your written agreement and subject to applicable safeguarding policies.
* The photographer will retain the copyright of photos and they may publish these images in their portfolio or on their website to promote their business subject to data protection law and/or British Gymnastics will hold copyright for the photos/videos taken
* If images are required for any purpose that may be unexpected or sensitive, we will seek further consent.
* We will only use your contact information to contact you as described above.
* Data subject details including date of birth are required to help us label, store and manage the files and consent. They also enable us to locate the images should you withdraw your consent or request copies of your personal data.
* Images [or words] will be held in accordance with data protection law.

**CONSENT STATEMENTS**
Please use one form per person taking part, as consent must be granted on an individual basis.

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person featured in photos/footage - the ‘contributor/data subject’)

**Name of parent or guardian** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if contributor is under 16)

**Home address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(of data subject) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of club, school, team or similar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of shoot & name of venue:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mark the box to provide your consent:**
(Any mark such as a tick, cross or line through the box will be accepted as consent. If you wish to withhold consent, please leave the box blank)

☐ I consent to British Gymnastics using my image and words for the purpose of an educational video on positive coaching to be retained for ten years

☐ I consent for my image [and/or words] to be used by British Gymnastics for general promotional purposes (retained for five years).

☐ I consent for my image [and/or words] to be shared with British Gymnastics approved third party organisations (listed below) for them to use to promote our sport and their gymnastics activity programmes (retained for five years).

☐ I consent for my image [and/or words] to be shared with British Gymnastics Foundation to promote their charitable aims (retained for five years).

**Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by contributor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**OR parent/guardian name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (if applicable)

List of British Gymnastics approved organisations:

* English Gymnastics, Scottish Gymnastics, Welsh Gymnastics, Gymnastics Northern Ireland
* Delivery partners: Places for People, Serco Leisure, Premier, Beth Tweddle Gymnastics, Oxygen FreeJumping, Fusion Lifestyles, Abbeycroft Leisure, 1610 Leisure, Leicester City Council, Leeds City Council, Liverpool City Council, Parkwood Leisure, Sefton Metropolitan Leisure, Funabounds LC, Meadowside LC, Maple LC, Stafford LC, Millom LC, Fareham LC, Bolton LC, Redlands LC, Salt Ayre LC, Antrim Forum LC, Craigavon LC, Omagh Leisure Complex, The Torrent Complex, Queens Sport LC, Joey Dunlop LC, Sheskburn LC, Fermangh Lakeland Forum, Bangor Aurora LC, Queens LC, Dromore LC, British Universities & Colleges Sport, Southdowns Leisure Trust, Causeway Coast & Glens Council, Fermanagh & Omagh District Council, Aramagh Banbridge Craigavon Borough Council, Antrim & Newtownabbey Borough Council, Hyndburn Leisure, LiveWire Warrington CIC, David Lloyd, Trafford Leisure, 1Life, Activate, Clacton LC, Hartsdown LC, Sandylands SC, Camelford LC, Flitwick LC, Elite Sports, Sport NI
* Education partners: 1st4Sport, Skills Active
* Sports bodies: Sports Coach UK, Youth Sports Trust, UK Sport, Sport England, FIG, UEG
* Media, Run Communications

**British Gymnastics staff guidance for using the consent form**

The form is designed to be used and adapted where you have determined that consent is required for specific processing activities relating to the taking and use of photography and video or the use of an individual’s words that reflect on individual’s views, experiences or other information about them in a way that could identify them, either directly (if you named them) or indirectly based on the context and nature of the words.

NB: if you are quoting a child, you need to be mindful of safeguarding and minimise the use of personal information in so far as it could put the child at risk e.g. rather than specifically naming a quoted child, you could attribute the quote in a general way e/g/ ‘club member aged 10’.

**Specific points**

* Adapt the form and consent statements to reflect your specific purpose(s). You cannot change the duration of the image bank retention period, this is the maximum our DPO has granted. **Please always retain the top three consent statements and if you wish to remove any of these, contact Marketing and Communications first. Please also keep the reference to using ‘words’ as this gives us more options in the future.**
* The purpose of asking for the name of the club/school/team is just another way of us identifying the data subject and the photo shoot if we need to, so this can be filled in or left empty. Examples might be the name of a leisure centre or if we were doing a shoot at a location that involves the general public taking part, they may put either the event name or the name of the park or town etc.
* If your desired duration for the specific resource/programme (and the related marketing materials) is beyond five years, contact our DPO to cross check this is considered to be reasonable.
* Remember that for consent to be lawful under the GDPR, it must be ‘freely given, specific, informed and unambiguous’ so you need to provide detailed information in a clear and understandable way, suitable for the person who is providing the consent.
* If anyone chooses not to consent to your critical use eg your programme/resource, please do not include them in any footage or image (discuss how this can be achieved before your shoot with relevant parties)
* Consent is not an appropriate legal basis where there is an imbalance of power between the controller and the data subject and the data subjects has no real choice but to agree. Always be mindful of any imbalance in power in the relationship between British Gymnastics and the data subject and ensure the data subject is free to give or not give their consent.
* If the data subject is a child, it may be more appropriate to seek consent from someone with parental responsibility. However, a child should be able to exercise their rights under data protection laws providing that they have the mental capacity to understand the processing activity and associated risks. In Scotland, a child aged 12 or over is presumed to have this capacity. There is no specific age in England or Wales but in the UK the age of 13 has been proposed as the age that a child can consent to online services so this may be a good guide. (NB: When processing involves sensitive data such as medical information it is usually appropriate to seek parental consent until the child is 16). A good compromise is to stick with parental consent for under 12/13s and allow the child to provide consent but also ask for a parent to counter sign the form just to ensure they are also fully informed. Irrespective of who provides the consent, is important to explain the processing activity to the child and encourage the parent to take account of their child’s wishes where appropriate.
* The GDPR stated that children merit specific protection with regard to their personal data, as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data. Please be mindful about potential safeguarding issues when publishing any images of a child.
* You need to allow individuals who have provided their consent to withdraw it in the same way as it was provided e.g. if it was provided in writing, the data subject should be able to withdraw consent by writing to you. Make sure you include relevant contact information.
* Any other organisations who are relying on consent need to be named. It is not sufficient under GDPR to state ‘sports organisation’ or ‘selected third parties’ as this will not meet the standards required for consent to be valid.
* If you are using a professional photographer, they are likely to hold copyright – you must check. You should request information about how they will use the images and provide details to data subjects and where appropriate, include a link or information on where the data subject or parent can view a copy of the Photographer’s privacy notice.