

## **Consent form for staff photographs**

### **Why we want to put you in the picture...**

Good, realistic photography improves our communications.

Whether it's celebrating success, explaining why the particular work we do is important or just giving a general flavour of what it's like to work in the Department or one of its businesses, we think it's important to show the reality of the work we do and who's actually doing it.

Today we are taking photography for use in/on (primary product). However, in the future it might appear on other communications, such as the intranet, in internal leaflets, business plans, posters, or exhibition stands, whose purpose is relevant to the activities of the Department and its businesses.

If you don't want your photograph taken, that's absolutely fine.

But please let the member present from External Relations team know if you would rather not have your photo taken.

If you don't do this, we will understand that you are happy for your image to be taken, held by us and used in our communications.

If you have any questions about this, or how we go about taking photography, please contact your business internal communications unit.

If you decide at a later date you don't want your image used, please contact (name of person present from the organising team). Once you have let us know, we won't use your image again in future. Although your image will remain in any communications already signed off from print or launch, or that has already been produced, published or distributed.

Please sign the form on the back to confirm that you have read this consent form.

## **Thank You**

Date:

Team taking photography:

Lead contact:

