

# Consent Form



## Sharing your content with us

We want to help spread the word about the good work that happens as a result of National Lottery funding. We can't do this without help from our grant holders and people like you, so thank you for giving us permission to use content relating to National Lottery good causes work, to encourage others to take part in their community ('Our Work').

We want to make sure that you understand what you are allowing us to use and to share and therefore would like to formally gain your consent.

Please read through this form carefully to make sure you understand what you are consenting to. If you have any queries, please do not hesitate to contact us: [brand.guidance@tnlcommunityfund.org.uk](mailto:brand.guidance@tnlcommunityfund.org.uk)

Please note that this form can be used if you are the parent or guardian of either someone under the age of 13, or a vulnerable person and are granting consent on their behalf.

### What are you consenting to?

This form allows The National Lottery Community Fund to use image(s), film(s) and/or sound(s) that you have created and specified in the table(s) below ('Content') for Our Work.

By completing and signing this consent form you give The National Lottery Community Fund permission to:

1. record, use, copy, store and publish the Content.
2. share the Content with selected partners and third parties we work with (for example Camelot, other National Lottery distributors such as Heritage Lottery Fund, government departments such as the Department for Digital, Culture, Media and Sport (DCMS), the Gambling Commission and organisations hired by the Fund to provide services such as external evaluators and auditors) for the sole purpose of promoting National Lottery good causes work.
3. store copies of the Content for as long as is necessary to fulfil the purpose of promoting Our Work or to storing your contact details on our database in case we need to contact you.

### Where might it appear?

We use a range of ways to publicise the good work of National Lottery funding and therefore the Content might appear in our materials or the materials of third parties (please see above). It may appear in one of the following ways:

- printed publications (including reports, leaflets and training materials)
- marketing campaigns (including press coverage in newspapers, websites and magazines and branded publicity materials such as posters and banners)
- online platforms such as our website and social media channels, digital slide shows and presentations, newsletters and internal communications systems
- videos, podcasts and other digital materials

## Your rights and responsibilities

You are the data controller of the personal information included in the Content (including that of the individuals participating in the Content ('Participant')) and by signing this form you are agreeing that The National Lottery Community Fund can process this personal information as we have set out in this form. We will comply with your written instructions about the use of this personal information.

**You are also confirming that you have the informed consent of the Participants to share the Content with The National Lottery Community Fund and other third parties as set out in this form.**

Please note that if the Content contains someone under the age of 13 or a vulnerable person, you must obtain permission from a parent, legal guardian or authorised legal representative for their participation and the right to share their Content with us and other third parties as set out in this form.

You have the right to withdraw your consent (including the consent of a Participant) at any time by emailing us at: [brand.guidance@tnlcommunityfund.org.uk](mailto:brand.guidance@tnlcommunityfund.org.uk)

## Copyright and publicity

By signing this consent form you are also agreeing to the following terms and conditions:

- **Payment:** You agree that you will not receive or request any form of payment or royalty from us for the Content that either you or a Participant feature in.
- **Publicity:** Should you be contacted by press or media, you agree you will obtain our prior written consent to appear in any form of media outlet (e.g. newspaper or magazine, television programme or radio), or in any other publicity purporting to represent The National Lottery Community Fund, or to speaking on behalf of The National Lottery Community Fund or in relation to a project of The National Lottery Community Fund. You do not need to obtain our consent if you are speaking only about your own experience from National Lottery funding.
- **Intellectual property rights:** You agree that you own the intellectual property rights to the Content and have the right to give permission to The National Lottery Community Fund to use the Content as set out in this form. We agree that the photographer, artist or other current owner will retain copyright of the Content and agree to credit your Content.

## Content details

Please provide us with details of the Content you are letting us use in the table below.

If the Content consists of multiple images/sounds with the same permission and creator, you need only complete one box.

If the permission period or creator differs between the images/sounds, please copy and paste the table and complete accordingly.

### Content credit/acknowledgement

### Date permission granted

### Name of creator/author

### Permission period ends

### Description of content (Indefinitely unless specified)

## Permissions (tick boxes to confirm)

You must ensure that consent to photograph/record the Content has been obtained from the copyright holder.

**I confirm I have obtained consent to record the Content from the copyright holder and use in the way set out in this form.**

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If you have involved a Participant in the Content, you must fully explain the uses of the Content to them and gain their informed consent to share their personal information with us in this way. You must also ensure they are aware of their rights to withdraw their consent.

**I confirm I have obtained the informed consent of the Participants to use the Content in the way set out in this form.**

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If the Content contains someone under 13 years old or a vulnerable adult, you must obtain permission for their participation from a parent, legal guardian or authorised legal representative. You must also obtain their permission to use the Content with us as set out in this form and ensure they are aware of their rights to withdraw their consent.

**I confirm that I have permission from the parent, legal guardian or authorised legal representative to use the Content in the way set out in this form.**

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Please complete the table below if you give your consent and agree to these terms.

**Full name**

**Email**

**Telephone**

**Name of organisation** (if applicable)

**Address of organisation** (if applicable)

**Signature**

**Date**