

# Copyright consent form

Sharing your content with us



## Sharing your content with us

The National Lottery Community Fund ('us', 'we', 'our') use content to help spread the word about the distribution of National Lottery and other money in grants for good causes ('Our Work').

We want to formally gain your consent to use your content. Please read through this form carefully to make sure you understand what you are consenting to before signing. 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 us to use images, films and/or sounds that you have created and specified in Schedule 1 of this form ('Content') for Our Work. By completing and signing this form, you give your consent for us to:

- record, use, copy, store and publish the Content to promote Our Work;
- share the Content with selected partners and third parties we work with (for example National Lottery operators and distributors, government departments, and organisations hired by us to provide services, such as evaluators and auditors) ('our Partners') for the sole purpose of promoting Our Work; and

- 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.

## You agree that you will:

- not receive or request any form of payment or royalty from us for the Content; and
- obtain our written consent prior to appearing in any form of media or publicity purporting to represent us, or to speaking on behalf of us or in relation to a project of ours, unless you are speaking only about your own experience from National Lottery funding.

## Where might it appear?

We use a range of ways to publicise Our Work and therefore the Content might appear in our materials or the materials of our Partners. 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 (including 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

By signing this form, you are confirming that:

- you have the informed consent of all individuals participating in the Content ('Participants') to share the Content with us and our Partners, or if a Participant is under the age of 13 or a vulnerable person, you have obtained the consent from a parent, legal guardian or authorised legal representative of that Participant; and
- you own the intellectual property rights in the Content and you are able grant to us a licence to copy, publish and otherwise exploit the Content in any of the ways outlined in this form, throughout the world, for the purpose of promoting Our Work
- 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).

## Data Protection

The National Lottery Community Fund is a public body with a statutory duty to distribute National Lottery and other funds for good causes. We process your personal data as a necessary part of exercising this authority.

We will not collect and/or use personal data for purposes beyond our statutory duties except where we have your consent or notified you of the relevant legal basis for processing.

## How we will use your personal data

### Images and words

We may use your image (photograph or film) and/or words (in writing, audio or film) for the purposes outlined above. We shall not use your image (photograph or film) or words (in writing, audio or film) for any other purpose without informing you.

### Consent form

The personal data you give us in this Consent Form will be held securely on the Fund's internal SharePoint based systems and will not be used for any other purpose.

### How we protect your personal data and how long will we keep it

Consent forms are stored on a secure server for a period of seven years when they will be securely destroyed.

### If you no longer want your image to be used by the Fund

You can change your mind at any time about the permission granted to the Fund to use your images (composition) and words and you may remove your consent for your personal data to be processed by the fund for the purpose(s) outlined above, please email us at [brand.guidance@tnlcommunityfund.org.uk](mailto:brand.guidance@tnlcommunityfund.org.uk).

Your image(s) and word(s) will cease to be used by the Fund and along with the personal data (Consent Form) will be securely destroyed.

## Permissions (tick boxes to confirm)

**You must ensure that you own the intellectual property rights in the Content.**

I confirm I own the intellectual property rights in the Content and grant to the National Lottery Community Fund a licence to copy, publish and otherwise exploit the Content in any media throughout the world for the purposes set out in this form.

**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 use the Content with us as set out in this form. 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.

**If the Content contains a Participant under 13 years old or a vulnerable person, you must obtain permission for their participation from a parent, legal guardian or authorised legal representative and gain their permission to use the Content with us as set out in this form. You must also 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.

## Acceptance

Please confirm that you agree and accept the terms set out in this form by completing the table below.

Please note, if you are signing this form on behalf of a child or vulnerable person, you confirm that you are the parent, legal guardian or authorised legal representative of this individual and have the lawful authority to sign this consent form for and on their behalf and that you have read and understand these terms and consent to the individual providing their Content on this basis.

Full name (or name of organisation)

Email

Telephone

Address

Name of child or vulnerable person (if applicable)

Signature of authorised representative of child or vulnerable person (if applicable)

Signature (of individual or authorised signatory on behalf of organisation)

Date

## Schedule 1 - Content

Description of Content	Date permission granted	Permission period ends (indefinitely unless specified)

Please read our privacy notice

[tncommunityfund.org.uk/pnconsent](https://tncommunityfund.org.uk/pnconsent)