



Taking & Publishing Images - Consent Form

At Peterborough Cathedral, we often use images of all adults, including those who may be vulnerable, in our publicity, but only with their consent. We also include images of children in our publicity with the consent of them and their parents or guardians. We have a duty of care to reduce the risk of inappropriate contact by ensuring that children remain unidentifiable in publications.

Please Note: 'Images' refers to all pictures including still photographs and video footage.

For completion by a named representative of the Cathedral

Name of Cathedral representative	
Role	
Date images (photos / videos) taken on	
Specific purpose image is to be used for (please select)	
Cathedral notice board	
Cathedral website	
Cathedral social media	
Cathedral publications	
Cathedral image (photo / video) library	
Diocesan newspaper/ website	
Other Press/ Media Websites	

For completion by the person giving consent for the taking and use of the images

I consent to the images being used and stored, solely for the purposes specified above.

I consent to the images being taken by or for Peterborough Cathedral on the date listed above to be used and stored solely for the purposes specified above.

I agree to my name being given in a caption or article accompanying the images	
I do not agree to my name being given in a caption or article accompanying the images	

Children/ vulnerable adults:

The information requested on this form can be completed by a carer, but only those with parental responsibility for a child can sign the consent (NB: This may not include a foster carer).

Images will be deleted from our files and publicity in accordance with our document and retention policy. Should the named individual(s) wish for their image to be deleted before that time (5 years after last use), requests must be made in writing to: communications@peterborough-cathedral.org.uk referencing the year and month the image was taken.

The Cathedral accepts no responsibility for use of images taken at the Cathedral by a third party.

I consent to images of me/ my child/ or another adult (as named below) being taken, used and stored, for the purposes specified above.	
Children: I understand that the identity of my child will be protected in all publication of images.	
Full Name (of person in the image)	
Address	
Signature	
Date	
The person listed above in the images is a child (please tick if applicable)	
The person listed above is a vulnerable adult (please tick if applicable)	
Name of person giving consent	
Relationship to person listed above	
Signature (of consenting person)	
Date	

Office Use Only	
Date this form is scanned and saved in the file as listed below	
The image will be stored (Fill in all that apply):	
on the Cathedral's server (P:Drive)	
Computer file (specify file name and path)	
On an external hard drive (specify drive name)	
Album (electronic or physical)	
Filing cabinet (specify location of image or external drive)	
The image will be destroyed after use (tick if appropriate)	