

1000 Words
Consent To Use Images And Personal Data

Please use this form to submit the titles and captions for your three photographs and to specify the uses of each image which you are happy with. We will collect and process your images and personal data in accordance with the privacy and copyright notices overleaf.

Name of Photographer: <small>We will use your name exactly as it is written here for any credits or copyright notices when publishing your photographs.</small>	Social Media Handles: <small>If you give these, we'll tag you in if we publish your images on social media. Please leave blank if you don't want this to happen.</small>
Contact e-mail:	
Contact phone:	

Photo 1: A person of group of people who are important to you.

Filename:

Title:
Caption:
<small>Please ensure that you have the consent of anyone whose personal data is in your photograph to use it in this way.</small>

Uses: Display in Group Print for Public Exhibition Promotional Materials and Articles

Photo 2: The biggest issue in your area.

Filename:

Title:
Caption:

Uses: Display in Group Print for Public Exhibition Promotional Materials and Articles

Photo 3: A place or object you think of as spiritual or sacred.

Filename:

Title:
Caption:

Uses: Display in Group Print for Public Exhibition Promotional Materials and Articles

I give permission for my images and personal data to be collected and processed in line with the privacy notice overleaf and the uses I have permitted above. I reserve the right to be identified as the originator of these works and understand that I can withdraw my consent at any time.

Signature:

1000 Words

Consent To Use Images And Personal Data

COPYRIGHT NOTICE

You retain the right to be identified as the originator of any photographs, titles and captions which you submit, publish or share as part of the *1000 Words* project. You also retain the right to change your mind, without giving a reason, about the uses which you permitted overleaf. If you do object to any particular use of your intellectual property, please contact Jon Marlow (jon.marlow@exeter.anglican.org) and we will do our best to remove your images from our website, publications, exhibitions and social media. Where an image has been made public we may be unable to remove it completely.

PRIVACY NOTICE (Diocese of Exeter Policy and Project Specific Information)

The basis for collection and processing of Personal Information by the Diocese of Exeter is explained in the Data Privacy Notice which can be downloaded from: <https://exeter.anglican.org/wp-content/uploads/2019/06/Privacy-Notice-June-2019.pdf>

The following information explains the collection, storage and retention of personal data during the *1000 Words* project.

Personal Data which we might collect as part of this project:

- The name of the photographer.
- Social media handles used by the photographer.
- Phone and/or e-mail address of the photographer.
- The signature of the photographer.
- The caption and title of each photograph.
- The name of anyone in the photograph (only if it is included in a title or caption).
- Any image that contains personal data. (As a general principle, if a person or group of people are the main focus of an image, this would be deemed to include their personal data. This would not be the case when people are incidental to a photograph or not identifiable in it.)

The legal basis for processing personal data is consent. This means that we will only collect or process your personal information if you give permission on the front of this form. You are responsible for ensuring that you have obtained the consent of anyone whose personal data is in your photographs (see above) for their personal data to be collected and processed in the ways you permit overleaf.

How we will collect personal data?

- All written information will be collected on the consent form overleaf.
- Images will be collected electronically via file transfer, e-mail, messaging or social media.

How will we store personal data, who has access to it and how long will we keep it?

- Data will be gathered, stored and retained in accordance with the Diocese of Exeter's policy.
- Consent forms will be collected by the group organiser and passed to the Diocesan Mission Community Development Team (MCDT) to be scanned and stored securely. The original forms will then be destroyed.
- Electronic images will be stored securely.
- Access to personal data will be limited to group organiser and diocesan staff, other than the images and related personal data which is distributed in line with the uses permitted overleaf.
- Personal data relating to the *1000 Words* project will be deleted no more than two years after the end of the project.

Possible uses of personal data:

- On the front of this form you will be asked to choose which uses of each of your images, and related personal information, you are giving your consent for. This covers images given to us, not those you post publicly.
 - Display in the group
 - Print for public exhibition(s)
 - Inclusion in promotional materials and reports, which could be printed, online or on social media.
 - Publication alongside articles in academic journals or other magazines, including but not limited to, Ecclesial Practices and The Journal of Practical Theology.
- Your contact e-mail and phone number will not be passed to any third party and will only be used to contact you in relation to the *1000 Words* project.

The right to withdraw. You have the right (at any time and without giving a reason) to withdraw your consent for us to hold and process your personal data held in relation to this project. To do this, please contact The Mission and Ministry Team (m&m@exeter.anglican.org) and all of your personal data held by the Diocese of Exeter relating to this project will be deleted. Anything which is in the public domain may be outside our control to manage, update or destroy.