



**Consent form for using photographs of Council staff on Internet
& Intranet**

To: Name (block capitals): _____

Service: _____

Section: _____

Description: _____

Location of photograph: _____

Wakefield MDC would like to use your photograph for staff recognition purposes. These images will appear on our web page. This page appears on the Intranet only / Internet (Delete as appropriate).

To comply with the Data Protection Act 1998, we need your permission to use photographs of you. Please answer the question below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

Please return the completed form, even if you have chosen not to give your consent, to:

Please circle
your answer

- | | |
|---|-----------------|
| May we use your image on our web pages? | Yes / No |
| Intranet only, accessible by my Service only. | Yes / No |
| Intranet only, accessible by everyone on the intranet. | Yes / No |
| The Council's internet site, viewable by anyone in the world. | Yes / No |

Please confirm that you have read and understand the conditions for use, and the notes relating to the eight principles of the Data Protection Act, that are found on the back of this form.

I have read and understood the conditions of use on the back of this form. I confirm that I understand publication of my picture on Wakefield MDC's Intranet will mean that my picture will be viewable by those with access to the intranet alongside my job title and business contact details and consent to such processing of my personal data. Equally, I understand that if my picture and details are placed on the internet that potentially this will be accessible by anyone in the world with internet access.

Your signature: _____ Date: _____

Conditions of use

This form is valid for this project only / the duration of your employment with this Service (please delete).

Your consent will automatically not apply to any other usage of the photos if you choose to give consent for this project only.

Images must only be used in circumstances where consent has been given.

Signed consent must be given for images to appear on the intranet or the internet (viewable by potentially anyone), or they cannot be published in this way.

Under the 1998 Data Protection Act your rights include:

- in accordance with principle 1 of the Act, your consent (to the publication of your photo) can be withdrawn at any time
- in accordance with principle 2 of the Act, your photo will not be used for any other purpose without your further consent
- in accordance with principle 4 of the Act, your personal data will be accurately maintained and kept up to date
- in accordance with principle 5 of the Act, publication of your photo will cease and all electronic copies will be deleted when you leave the Council
- in accordance with principle 8 of the Act, your photo will not be published on the internet without your further explicit consent.