**Recording permission:**

**Photography and film/audio**

This form should be completed by a parent/guardian before photography is taken or video/audio recordings are made for publication in association with Scottish Book Trust.

Scottish Book Trust will not use or re-use the photographs or film created if you send us advance written notice advising us not to use the photographs or film of the child.

**Event:**

**Data Protection Act (1998):** We confirm that we will not disclose any child’s full name or address in use of the material as described below or to any other person or organisation without your permission.

**Grant of Permission** (please delete as appropriate)

I, parent/guardian, can confirm that ...................................................................attending the [**EVENT NAME**], organised by Scottish Book Trust, has permission from me for photography and/or video/audio recordings to be taken to promote the work of Scottish Book Trust, use the images/footage for an unlimited time period, royalty free, in future Scottish Book Trust publications. Images/footage will not be shared with third parties.

I agree that the photographs, video and audio recordings taken at the event can be used for the following:

* In paper format in the media (newspaper, magazines)
* For use in Scottish Book Trust promotional material (leaflets, newsletter, e-flyer)
* To promote Scottish Book Trust on all web pages (scottishbooktrust.com, Youtube, Facebook.com, Flickr and Twitter.com)
* To promote the work of Scottish Book Trust at conferences and other presentations

**Your details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Parent/Guardian name: |  | | |
| Address: |  | | |
| Signature: |  | Date: |  |

**Please sign and return** to Kayleigh Bohan, Scottish Book Trust, Sandeman House, 55 High Street, Edinburgh, EH1 1SR. Please send any queries to kayleigh.bohan@scottishbooktrust.com or call 0131 524 0160.

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