

September 2015 – Leeds Children’s Mayor Programme

Dear Parent / Carer

We will be taking photographs of staff and pupils at events relating to the Leeds Children’s Mayor Programme between now and the end of July 2016.

Leeds City Council would like your permission to use any images taken of your child in various publications and promotional materials relating to the Children’s Mayor Programme. Examples of where we might want to use these photographs include authorised internet pages, information leaflets, guidance booklets, corporate publications (such as annual reports), CD ROM/ electronic based documents, videos and press releases.

Permission relates to Leeds City Council official or endorsed promotional materials only.

We need to know whether you are happy for us to use your child’s image for these purposes and in these formats. Therefore, it would help us greatly if you would tick any (as many as you wish) of the following where you consent to use of the pictures of your child:

- Paper based documents / publications
- Internet media (external)
- Leeds Learning Network (internal)
- CD ROM / electronic documents
- Video
- News media (e.g. newspaper items)

These pictures will be used for a maximum of 24 months after which we will either contact you to check that we have the correct details and to establish whether you still consent to our use of your child’s pictures, or the pictures will automatically be destroyed / removed. However, should you choose to withdraw your consent before this time then please contact us and we will respect your wished as quickly as possible.

Declaration

I grant permission for photographs of my child to be used in the formats indicated above.

Name of child _____

School attended _____

School year _____

Your name _____

Signature _____

Child’s signature (if over 12 years) _____

Date __ / __ / __

Please return to: Voice & Influence Team, Ground Floor, Unit 7 Landmark Court, Revie Road, Leeds, LS11 8JT or by email to: leedschildrensmayor@leeds.gov.uk