

**Giving consent for your photo, video or story to be used by Carers Trust Scotland.**

**Why we would like to record your story, photograph you or video you:**

When carers talk about how caring affects their life, or have a photo taken, it helps people understand them and the things that matter to them.

Telling us your story will usually mean we will ask you to talk about your caring situation and how it affects your life. We might also ask about the services that are supporting you and the help you need to continue to care and have your own life. We might also video you and take photographs when we ask you to tell your story.

Our Life in Lockdown platform is a chance for carers to share their stories with one another. You can share your own experience as creatively as you like: through a blog post, a video or a photograph! We may also share your stories with key decision makers to raise awareness of young carers and young adult carers.

**When you tell us your story/when we photograph/video you:**

We might ask if we can:

* Write your story down.
* Record you talking.
* Film you talking about your life.
* Share your story, photograph or video with key decision makers
* Share your story, photograph or video on our website and social media channels.

We might:

* Edit the film or what we’ve written down – usually to make it shorter.
* Ask you to tell us your story with or without the person you care for.
* Photograph or film you talking about your life, completing a task in the home or taking part in a community activity.

As we are a charity we won’t pay you for your photo, video or story.

**Disclaimer**: Carers Trust have the right to not upload any stories that may cause offence or trigger others. Please be mindful of the content you are sharing. If you would like greater support during lockdown, you can find more information on Carers Trust website: [www.carers.org](http://www.carers.org)

**What do we do with your story, photo or video?**

We might use your story and photos, for example:

* In our fundraising magazine or other publications.
* On our websites.
* On our social media pages.
* At an event as part of a presentation.

**How we might share your story, photo or video**

We might give your photo to another charity that is working with us to raise awareness of carers. If you give us permission (on the consent form on the next page), we may pass your contact details, a brief summary of your story and your photo to a journalist who does not work for Carers Trust so that they can interview you.

We might also share your story with key decision makers to raise awareness of young carers and young adult carers.

**How we’ll store your story, photo or video**

We will store your story and photos for five years. After five years we will delete this unless we have your permission to continue to use it.

**What is the consent form for?**

The form gives Carers Trust written permission to use your story and photos to allow partner organisations to use it including Carers Trust Network Partners or a newspaper (we will only pass your information to a newspaper with your permission).

**Getting help with the consent form**

If you do not understand the form, please get help from the person you are in contact with at Carers Trust or your local carer service.

**Can I change my mind?**

You can change your mind at any time and tell us you don’t want your story, photo or video used. You can do this by writing to:

The Marketing and Communications team at

Carers Trust

Unit 101

164-180 Union Street

London SE1 0LH.

You can also email [dpo@carers.org](mailto:dpo@carers.org) and [nbell@carers.org](mailto:nbell@carers.org)

Once we receive your letter/email we will delete your story and photo from our system and ensure it isn’t used again. However, if it has, for example, been used on another organisation’s website or social media sites, we cannot control what happens to it and cannot ask them to delete your blog or photo.

If your interview or photo has already been used in a Carers Trust publication like a leaflet or a magazine we will carry on using it until we have a new version of the publication. We won’t use your interview or photo in the new publication.

**Carers Trust Consent Form**

In order to raise awareness of carers and carers’ issues, Carers Trust would like your permission to share your story, through a blog and photos, on our Life In Lockdown webpage.

**Please fill in a separate form for everyone who appears in the photo.**

Description of photo, video or story (to be filled in by Carers Trust)

Details of photographer, video producer or interviewer (to be filled in by Carers Trust)

**I confirm that:**

**1)** I give my permission to Carers Trust to use the photo, video or story and share the photo, video or story with organisations or people chosen by Carers Trust (these might include our partners, local carer services in our network, magazines and newspapers, funders or any charity that might replace or join with Carers Trust in the future) for them to use for all purposes including the following:

* promotion and endorsement;
* media, marketing and communications;
* in printed publications, e-newsletters, emails and policy documents; and
* in fundraising appeals, presentations and promotional materials, whether in its original format or edited or altered.

**2)** I am happy for a copy of the photo, video or story and/or my contact details to be kept on the databases of Carers Trust and those it shares my photo, video or story with in case they need to contact me. I understand the photo, video or story will be kept securely for five years after which time it will be deleted unless Carers Trust contacts me to get permission to continue using the photo, video or story.

**3)** I agree that any intellectual property rights in the photo, video or story will be the property of Carers Trust. I waive all rights of privacy and compensation relating to the photo, video or story and the use of my and/or my child’s name.

**IMPORTANT: This means you are handing over all your rights in relation to the photo, video or story. This is in order for Carers Trust to be able to freely use your photo, video or story to raise awareness of carers and carers’ issues.**

**4)** Please tick the boxes below if you would be happy for Carers Trust to:

🞎 Ask you about your story in the future (for example, to talk about how your caring situation has changed).

🞎 Use your real name and the real name of the person you care for, when using details from your story or your video or photo.

🞎 Pass your contact details and a brief summary of your story and your photo to a journalist who does not work for Carers Trust so that they can interview you for a newspaper, website, television or radio article (please note, Carers Trust will never pass your details or photo to a journalist for such purposes without checking with you first).

**If you are sharing your story with Carers Trust please complete this section by ticking this box**

🞎 I have spoken to the person I care for and they have authorised me to share the information I have given about them in this case study.

|  |
| --- |
| Name |
|  |
| Postcode |
| Telephone number |
| Email address |
| Signature Date |

**Are you under 18?**

If you are under 18, we also need the signature and name of your parent/guardian so that we know they are happy for Carers Trust to use your photo, video or story:

I, parent/guardian to , agree to the terms set out above.

Parent/guardian’s name

Parent/guardian’s signature

**If the person you care for does not have capacity to make a decision please fill in this section (please tick all boxes that apply to you)**

🞎 I am the main carer for the person I care for and/or

🞎 I am the next of kin for the person I care for

🞎 I agree to the terms set out above for the person I care for

**Your privacy**

We promise to keep your personal details safe. You can change how we contact you at any time by contacting us at [dpo@carers.org](mailto:dpo@carers.org) or 0300 772 9600. To see how we protect and use your personal data read our Privacy Policy at [carers.org/legal/privacy-policy-and-cookies](https://carers.org/legal/privacy-policy-and-cookies).

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