



Record No.

# Permission Form for Photographs

Location/Photo Number \_\_\_\_\_

Date \_\_\_\_\_

Name of Person in Photo \_\_\_\_\_

Address \_\_\_\_\_

Council Service \_\_\_\_\_

Responsible Officer \_\_\_\_\_

Photographer \_\_\_\_\_

File Reference \_\_\_\_\_

I (*insert your name*) \_\_\_\_\_ agree to my pictures being taken and:

*used in Council publications and on the Council website*

*Please tick the boxes next to the uses you agree to*

*used in Council exhibition material*

*kept indefinitely and used by the Museum, Library or Archives as part of their collections*

You should be aware that the Council website is viewed by a world-wide audience and the Council cannot prevent pictures being copied and used by others.

Two years after the pictures were taken, they will be removed from the Council's publicity collection and either destroyed or offered to the Museum/Council Archives, if you have agreed to that. The pictures may continue to appear in any current publications at the time.

I understand that I can withdraw this permission at any time by writing to the Council Service as above.

Signed (*for myself*) \_\_\_\_\_

(*as the parent or guardian of the subject if under 12*) \_\_\_\_\_

## Data Protection

The information provided by you and the pictures will only be used as described above and for the administration of the Council's photograph collections.

Through the terms of the Data Protection Act 1998 and on payment of a fee of £10, you are entitled to know what personal information Perth & Kinross Council hold about you. Application should be made to the Head of Democratic Services, Chief Executive's Service, Perth & Kinross Council, 2 High Street, PERTH PH1 5PH.

## For Design/Office Use

Date Photo Placed \_\_\_\_\_ Expiry Date \_\_\_\_\_ Date Removed \_\_\_\_\_

Council Officer \_\_\_\_\_ Photograph Held By \_\_\_\_\_ Date \_\_\_\_\_