

# YOUR STORY - CONSENT FORM

Please read this through and sign where indicated.



## WHO WE ARE

Save the Children Fund (Save the Children UK) is a charity that works around the world and is part of the wider Save the Children movement. This includes Save the Children International and other Save the Children member organisations. We work in programmes, advocacy and emergency responses supporting children and families around the world.

## WHY

We use pictures and stories to tell people what life is like for children and their families. This can inspire them to support us by raising money, or campaigning with us to help children.

## WHAT

We would like to record your story through words, photo, film, or sound. We will not pay you for this and you will not own the content gathered.

Your story may contain or reference information about you that is sensitive or private, but you can always tell us if there is information you do not want to share.

### What do we mean by information that is sensitive or private?

You will be providing us with sensitive personal data, also known as "special categories" of personal data, if your story shows or discusses anything about you: political opinions; ethnic origin; religious beliefs; trade union membership; health / medical condition; sexual life; or criminal background or allegations of a criminal nature.

There are other types of information that you might consider sensitive or private, such as personal or traumatic experiences or information about your children.

## WHERE

Your story could be shared in many countries, including your own. We might tell your story in a different language. We may use your picture, film, or story on the internet, television, in newspapers, our fundraising materials and publications all over the world.

We might not tell your story, or only tell parts of it.

We will keep your information in a safe and private place.

If your identity needs to be protected, we will do everything we can to protect it.

### How do we keep it private?

The information that we collect from you will be stored safely in a digital database managed by Save the Children Fund (Save the Children UK). We keep your information secure and accurate.

## HOW

To help children and families, we work with governments, the media, non-governmental organisations, and members of the public around the world.

We may share your story for use by other organisations who work with us, other Save the Children member organisations, other NGOs and other partners, donors and media organisations.

They may use your story to publicise our work, their work with us, or the issues on which we work. They may publish them in their own communications or publications.

### Can you tell me more about who you may share my story with?

We may share your story with:

- NGOs and other organisations that work with us to run programmes for children and families
- donors who support our work by providing funding. This can include institutions, companies and groups of individual supporters
- media organisations that report on our work or the issues on which we work. This can include newspapers, magazines, TV and radio broadcasters
- photographers, filmmakers and the companies who represent them

## WHEN

If you have been photographed, the photographer may use the photograph for an unlimited period of time for other charitable purposes all over the world, including, on the internet, television or in newspapers. If the photographer wants to use your photograph for any non-charitable purpose they must ask Save the Children for permission.

We (Save the Children) will rarely use your story after five years but we would like to keep your information on file with restricted access for limited situations in which we may revisit your story. If you are happy for us to use your story after five years please choose the option to opt in (below).

### When would we use your story after five years?

- To talk about Save the Children's history
- To contact you to find out how your life has changed since we first met you, to help us explain the long-term impact of our work

## IF YOU CHANGE YOUR MIND

We understand that you might change your mind in the future. You can contact us at any time if you do not want us to tell your story or have any questions or complaints about how your story is being used.

- Contact [info@contenthubsavethechildren.org](mailto:info@contenthubsavethechildren.org)
- Contact your local Save the Children office

If you let us know you have changed your mind, we will not use your story in future communications. We may not be able to withdraw images already published.

You have the right to request access to and update your story.

For more about how we collect, use and look after your details, please read our full privacy policy at [www.savethechildren.org.uk/privacy](http://www.savethechildren.org.uk/privacy)

These are examples of how an image may be used.



## KEY INFORMATION:

Full name of contributor (adult):

Age:

Full name of contributor (child or children):

Age(s):

Telephone/ Email/ Address:

I give my consent for you to use my story and I understand my story may contain sensitive or private information.

**ADULT SIGNATURE:**

**DATE:**

**CHILD SIGNATURE(S) (optional):**

**DATE:**

☐

I am a parent or guardian, and I freely give consent for my child

☐

I am happy for my details and / or my child's details to be stored beyond 5 years

## SAVE THE CHILDREN CONTENT GATHERER (STAFF OR CONTRACTOR)

All content gatherers must read this before obtaining consent

- [Global Image Guidelines; Handbook- Safeguarding Children in our Comms & Media Work.](#)

Download documents on [www.contenthubsavethechildren.org](http://www.contenthubsavethechildren.org)

- ☐ I confirm I have read, understood and will follow these guidelines
- ☐ Story repeated back to interviewee and consent reconfirmed after interview (optional- see guidance)

**Please leave one copy of the LEAVE BEHIND card with every contributor who signs this form.**

Content gatherer name:

Date

Location details:

Project number (e.g. ContentHub ref.):

**FREETEXT** (for any additional, relevant information to be recorded by content gatherer including person description, image number, protection concerns, suggested alternative name if appropriate):

**If working with a translator, the translator must explain this form to each individual signing and must ensure that it has been understood.**

**Translator to complete**

Explained in (language):

by (translator's name):

on (date):

**Contact:** [info@contenthubsavethechildren.org](mailto:info@contenthubsavethechildren.org) for any queries relating to this form.

Consent Form Version 4: December 2018 (English)