

NFP HOUSE

Not-For-Profit House



Policy

CONSENT TO RELEASE AUDIO/VISUAL IMAGERY

NOT-FOR-PROFIT HQ LTD TRADING AS NFP HOUSE
1A/136 GOONDOON STREET, GLADSTONE

Introduction:

Not-For-Profit (NFP) House is the local one-stop-shop for NFP support. The House is located in a centralised location to enable ease of accessibility to community organisations, volunteers and funding body representatives.

We offer affordable services to the NFP sector to help community organisations build their capacity and resilience to deliver more benefit to our community.

NFP House's corporate partnerships enable us to provide quality services at accessible rates to NFPs that might otherwise be outside their financial reach.

The NFP House funding bodies provide varying kinds of sponsorship and support to fund the development of the community sector in which they operate their business. In turn these sponsors are promoted in numerous forms of community advertising to recognise their level of involvement and investment.

Purpose:

NFP House at times uses audio and/or visual imagery for reporting purposes, education, advertising, marketing of services and promotion. The consent to release audio/visual imagery ensures that NFP House has a mechanism to provide clients and community the opportunity to consent to share and release their information.

Clients of NFP House will be asked to provide consent to release audio/visual imagery when NFP House management intend to record, use, publish, exhibit, distribute and re/or reproduce any audio/visual imagery via photography, video content, drone footage and audio recordings, name, to be used for purposes of material produced for education, promotion, marketing or advertising for (included but not limited to) print, media releases, radio, TV, website, social media, graphics, editorials, banners, stickers, shirts, corflutes or street signs. Preference is for consent to be obtained in writing however at times verbal consent can be obtained and documented on the form as verbal consent.

The form will be filed in accordance with NFP House privacy and confidentiality policy and stored on NFP House SharePoint in the relevant folder.

NFP House use imagery in good faith and use is not intended to defame or offend the client or the subjects or bring them or the subjects into disrepute.

Attachments:

ATTACHMENT A: Consent to Release Audio and/or Visual Imagery

Contact Person:

CEO NFP House: Lyndal Hansen



CONSENT TO RELEASE AUDIO AND/OR VISUAL IMAGERY

Activity/Location:	Date:
<i>I, (name)</i>	
<i>Of (address)</i>	Postcode:
Phone:	Email:

1. **You authorise, give permission** for NFP House management to record, use, publish, exhibit, distribute and re/or reproduce any audio/visual imagery taken of yourself via photography, video content, drone footage and audio recordings, name, to be used for purposes of material produced for education, promotion, marketing or advertising for (included but not limited to) print, media releases, radio, TV, website, social media, graphics, editorials, banners, stickers, shirts, corflutes, street signs. Also, unless otherwise stated, there will be no restrictions on the geographical distribution of material produced.
2. **You authorise, give permission** for NFP House management to collect, store, handle, access, manage, transfer, use and disclose personal information about me, and the subjects including but not limited to our name, details and image, in connection with any audio/visual imagery.
3. If you have a child/ren under the age of 18 years old, **you give permission** and all rights for NFP House management to use any audio/visual imagery taken of child/ren via photography, video content, drone footage and audio recordings, name, to be used for purposes of education, promotion, marketing or advertising for (included but not limited to) print, media releases, radio, TV, website, social media, graphics, editorials, banners, stickers, shirts, corflutes, street signs. Also, unless otherwise stated, there will be no restrictions on the geographical distribution of material produced. If the minor is under the laws of the state where his/hers appearance is recorded.
4. **You acknowledge and agree** that any use of audio/visual imagery taken, expressly or by implication, are, at the date of publication, made in good faith and at the discretion of NFP House and are not intended to defame or offend me or the subjects or bring me or the subjects into disrepute.

Participant Name:	Signature:
Childs name (if applicable):	
Date:	