***\*Photography and/or filming and/or audio recording\** will take place during *\*event name\** on *\*event date(s)\** in *\*event location(s)\****

**Any \*photographs, films and/or audio\* taken by \*organisation\* will be used for the purpose of promoting its activities and may be published on the \*organisation’s\*:**

* **website**
* **social media accounts**
* **publicity and promotional materials, including advertising and printed publications**
* **as part of presentations and exhibitions.**

**\*Photos/footage/audio\* may also be circulated to the press and other media organisations for publication, transmission or broadcast.**

**If you do not wish to appear in the \*photographs or footage or audio recording\*, please make yourself known as you arrive and our team will give you an area to avoid or a method of identifying yourself.**

**\*Organisation\* will store all images in accordance with data protection law and may actively use them for up to five years after they are taken. After this time, they may deleted or added to the \*organisation’s\* archive in perpetuity.**

**Anyone featuring in photos/footage/audio has the right to withdraw consent at any time by contacting the \*organisation’s contact\* on \*organisation’s contact details\*. They should understand that this may not affect material that has already been published.**