

**Privacy notice – consent for use of photographs and written/visual/audio recordings**

**Please read this form carefully.** We (the British Council) will use this form to show that you have given written consent for us to use your personal information. This means we can use, free of charge, any images and/or written, visual or audio recording we have made of you, including your name, for promotional materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by, or on behalf of, the British Council. You can withdraw your consent at any time by contacting [library.events@britishcouncil.org](mailto:library.events@britishcouncil.org)

**Please complete, sign and submit this form together with your photograph to one of our British Council libraries in Colombo, Kandy or Jaffna.**

**Data Protection**

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have a right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

Name .....	
Age (if under 18) .....	Date of birth (if under 18) .....
Tel. ....	Email .....
Competition .....	

I agree:

- to the British Council photographing and/or recording me and give permission to the British Council to use any material in the photographs and/or recordings where the copyright or any other rights are owned by me
- that the British Council can use, free of charge, the photographs and/or recordings made of me, in their original format or edited, adapted or altered, for promotional materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by or on behalf of the British Council
- that the British Council can pass the photographs and/or recordings of me, and my name, to external press and media agencies, publishers and broadcasters, and to partners and other third parties which the British Council works with, anywhere in the world, for these purposes.

<b>By signing this consent form, I agree to the terms set out above</b>
Signature .....
Date .....

<b>IMPORTANT: TO BE COMPLETED WHERE THE INDIVIDUAL IS UNDER THE AGE OF 18</b>	
<b>As the subject's parent / legal guardian, I agree to the terms set out in this consent form</b>	
Name of parent / legal guardian .....	
Signature .....	
Tel : .....	Email : .....