



**We support  
twins, triplets  
and more...**

## **Photo and Video Policy**

### **Twins Trust Policy**

Our policy when planning to use an image or video in the public domain is to obtain consent by the appropriate person using the consent form below.

The purpose of this consent form is to provide information to the person giving consent so that they are aware of where their photo may be used and they can make an informed decision.

The consent form must be complete before the photo/video is used.

### **Why does Twins Trust need images?**

We support families across the UK via our support services, factsheets, courses and webinars, as well as campaigning to improve research into the risks that multiples face during and after birth. Images help promote our work and help us continue to provide services for all families of multiples.

### **How will the images be used?**

We use images in a range of materials to promote Twins Trust and the services we offer. This may include mail, printed publications (e.g booklets and campaign materials), media work (press), electronic materials (social media, website, email and presentations), advertisements and display materials (leaflets, brochures and posters).

We cannot accept responsibility for photos and content being shared or repurposed by third parties.

### **How long will consent last?**

Consent will continue with no limit. Image consent can be changed or withdrawn at any time by notifying Twins Trust. If you wish to withdraw consent, please email [pressoffice@twinstrust.org](mailto:pressoffice@twinstrust.org). We cannot withdraw images already published.

### **Who can give consent?**

It is good practice to involve children and young people in the consent process of their images.

- Children under 18: A signature of the parent/legal guardian must be obtained
- Children under 12: Inform them how their images may be used and respond to their feelings.
- Those over 18 who understand what they are consenting to can sign the form themselves

For images where the subject's face cannot be seen or is obscured a consent form is still required as it is possible that they are still recognisable by friends and family.

### **Where are files kept?**

All photos and consent forms will be stored digitally in a secure folder by our Digital Officer.



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Photo/film consent form

Twins Trust produce a wide range of communication resources (including booklets, web pages, memes, social media posts, videos and press releases) to tell people about the support and services available to them and to raise money for our work. By completing the form, you give us permission to use the photograph(s) and/or video(s) we have of you and your family members.

Form with fields: First name, Surname, Telephone, Email

We would like your permission to use your photo(s) in a range of communications. These may include mail, printed publications (booklets and campaigning materials); electronic materials (e.g. presentations, social media posts and website); media work (press releases) and display materials (posters and banners).

Please state here the ways we can use your photos.

I am happy for Twins Trust to use my photos as stated above YES / NO

If there is anywhere you would not like your photos to be used, please state here...

I would like my photos to ONLY be used in bereavement-related materials YES / NO

I understand and accept the purposes for which Twins Trust will use the photo(s) taken of me. If you are under 18 years of age, your parent or legal guardian must sign this form on your behalf.

Signed or type if emailed, Date

Data protection statement

The information that you give us here will only be used to contact you about these photo(s). Will not pass the details recorded on this form to any other organisation without your permission.

Please return the form to pressoffice@twinstrust.org

T: 01252 332 344

For internal use only: Name of event/campaign, Staff member, Date, Image reference(s)