



Chocolate Films

LONDON: Battersea Studios 180 Silverthorne Road, London SW8 3HE

GLASGOW: Glasgow Collective, 15 East Campbell Street, Glasgow, G1 5DT

Telephone: 02077934287

info@chocolatefilmsworkshops.co.uk

www.chocolatefilmsworkshops.co.uk

CONTRIBUTOR CONSENT LETTER (NO FEE)

Agreement for Use of Contribution

ABOUT YOU (TO BE FILLED OUT BY CONTRIBUTOR)

Name	
Job Title	
Address	
Phone Number	
Email	

ABOUT THE SHOOT (CF OFFICE ONLY)

Film Title (working title)	Spelthorne Council
Date	1st November
Location	Music Video - Sunbury Youth Centre, Bryony Way, Beechwood, Sunbury TW16 7QL
Reason/purpose of recording	Music Video Workshops
Description of Contributions:	Music Video Workshops
Place/Date of publication of content (if known)	N/A
Reason to store and archive footage and film	Legacy

Chocolate Films will be using the photographs/footage/audio in the following ways. We will share the film and recording with our client/commissioners/partners/sponsors to use as necessary):

FOR CLIENT PURPOSES ONLY Client Name: [Insert client name here]	Y/N [client circle Y/N]	AS PROMOTIONAL MATERIAL FOR CHOCOLATE FILMS PUBLICATIONS (PRINT AND DIGITAL)	Y/N [client circle Y/N]
Purpose for film/video/ recording (please refer to client for further information if needed):		<ul style="list-style-type: none">• On the Chocolate Films website and social media channels• To distribute to press and media outlets to use in their print/digital publications and on their social media channels, as requested.	



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	<ul style="list-style-type: none">• To be recorded for internal/Chocolate Films purposes only {provide as much detail as appropriate/ possible}
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Dear _____ (contributor name)

At Chocolate Films we are committed to keeping your personal data safe and secure, and handling it in accordance with our legal obligations. By signing this form:

You agree to give Chocolate Films your permission to be photographed and/or filmed by Chocolate Films filmmakers.

You give Chocolate Films permission to use the images/video footage/audio of you for the purposes listed above. Chocolate Films will only keep and use the images/footage/audio for as long as is appropriate for business purposes (this means, for as long as we need to have access to the pictures/videos/audio in order to operate effectively for our client) .

In this instance this means:

(the film)

All information you have provided to Chocolate Films is private and confidential; your personal details will not be shared without your full knowledge and your written permission. No monetary fee will be granted for appearance in the photographs or the video footage.

This letter when signed by you shall constitute the terms of your participation in the Film (the "Contribution") which we propose but do not undertake to broadcast, publish online, exhibit and/or otherwise exploit. This form gives Chocolate Films the right to use the whole or part of your contributions in all media and markets throughout the world. We very much hope to use your contributions, but we cannot guarantee to do so.

You assign to Chocolate Films the copyright and all other rights in your contributions for use in all media now known or which may be developed in future and you confirm that your contributions will not infringe the copyright, or similar rights, of any third party. In the light of the need of production for flexibility, you agree that the Chocolate Films may edit, adapt, or translate your contributions and you waive irrevocably any "moral rights" you may have in them.

Chocolate Films will be liable for any loss or damage to you, or your property, but only if it is directly connected with this engagement and caused by the Chocolate Films negligence. You agree that your contributions will not bring Chocolate Films into disrepute or be defamatory but you will not be liable in respect of defamatory material which is included without negligence or malice on your part. If you expressly agree with the terms set out above please sign the form below and return it. We are able to give you a copy on your request. If you are unsure of the meaning of any of the conditions set out above, the production team will be able to explain them to you.



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	Tick Boxes:
I confirm that I would like to participate in this photo shoot/filming.	
I give permission for Chocolate Films to use the images/footage/recording, as outlined in this form.	
I confirm that I am happy for the following information to be used about me, with the images/footage/audio	
I confirm that I give permission for images/ footage to be used for archive purposes, once they are no longer to be used for business purposes.	

I agree to these terms:

Signed **Date**

Visual Media Policy

Chocolate Films is committed to providing a safe, supportive and filming environment for every Contributor and Participant. We are commissioned by our clients to provide the services of video production. We have received a brief about the clients aims and requirements and by filming we are providing the services that the client has specifically asked us to do.

Before any photography or filming takes place, all contributors and participants must be informed and agree.

The contributors and participants have the right to decline photography or filming. Everyone, of any age, has the right to decline being photographed or filmed. In some instances, it may not be appropriate to go ahead with filming or photography if permission has not been granted by every participant. The final decision would be made by the client that has commissioned the production and the client indemnifies Chocolate Films if the filming does not take place due to the lack of receipt of contributor release forms.

All filming and photography which may be used for promotional purposes must be authorised by our client and all contributors will be informed beforehand about the purpose of the filming.

Wherever possible, permission to photograph/film participants and contributors should be sought before the shoot/ production takes place, this would be at the pre-production stages of the production.

If this is not possible, Chocolate Films will ask for written permission from the contributor or participant, or parent/guardian/carer of the participant/ contributor before any filming or photography takes place. Please see the contributor form in this document as a point of reference for the written confirmation we require which serves as an express agreement to be filmed for the purposes of the production.

Chocolate Films will will be save the information on the release form about each contributor alongside the visual content for the purposes of its legal requirements to do so but only for the necessary time as to when this information is relevant and needed for the successful use of the production. The length of time we store the information and visual content will be in accordance with our clients specific business purposes.

Chocolate Films intends to archive these images/footage only if specifically and expressly asked to do so. At Chocolate Films we understand how valuable our clients footage can be, not just for this project but also for future projects. If required by our client or commissioner we archive the footage and film using a long-term LT07 data storage system which will safely store footage for



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15-30 years. As part of of filmmaking services we offer back-up of the clients footage, we can copy the content onto the clients hard drive. As GDPR states our client must be able to provide clear reasoning to the individual as to why we would archive visual media. We will always ask our client for the clear objective and state this within the consent form for each individual contributor or participant to understand before the production commences.

Under the GDPR - which came into effect in May 2018 - information notices and permission forms relating to children must be worded in a way that they can understand. If there is a child participant, we will provide a separate release form and also explain verbally the reason for the release form and purpose of the filming. While it is preferable to include as much specific information to each production on all permission forms the administrative burden would be too great to create a different form each time. However, the specifics should, where possible be included in follow-up communications. Once signed, permission forms will be saved in Chocolate Films shared drive and kept for the proposed period of time outlined above. Chocolate Films will keep copies of signed permission forms for as long as we have permission to use the images/footage.