

Royal Museums Greenwich comprises the National Maritime Museum, Royal Observatory Greenwich, the Queen’s House and *Cutty Sark*.

**School consent form for photography and filming for** Picture Yourself National Outreach Project

This form must be signed by the Headteacher of the participating school.

By completing this form, you are agreeing to the School’s participation in the Picture Yourself Project on the terms and conditions below. In particular, by signing below, the School agrees that:

1. Royal Museums Greenwich, its subsidiaries and filming partner Chocolate Films, can work with the School to run the project Picture Yourself and include children in your school in a film comprising recorded Zoom/MS Teams/live sessions. Moving images of children in your school will be included in this film. The film will appear on the RMG website and a project microsite.  It will be screened in participating schools and at teacher engagement events at the National Maritime Museum.
2. Before allowing a pupil to appear in the film, written permission has been obtained from the pupil’s parent, carer, or other holder of parental responsibility using your school’s consent form. The school shall also obtain consent of any teaching and support staff involved. The school takes full responsibility for these forms being correctly completed and for the secure storage and retention of these according to UK Data Protection law. Children whose parents or carers have not signed and returned the consent form can still participate in any class activity but will not appear in the film. If a pupil’s parents or carers have not given consent (or they do not return the consent form) you must tell us so that the pupil does not participate in those parts of the Project and their wishes are respected.
3. RMG will not record the names of any individual pupils within the film but will only identify the school by name unless their speech is chosen to be filmed individually. In which case, pupils will be asked to complete an individual consent form and return this to the National Maritime Museum.
4. Royal Museums Greenwich is the sole owner or licensee of all rights (including copyright and other intellectual property rights) subsisting in the Project or arising from participation in the Project.
5. Royal Museums Greenwich may store a digital copy of the film in secure storage in perpetuity within the RMG archives.

These terms and conditions shall be governed by, and interpreted in accordance with, the laws of England and Wales, whose Courts shall, in the event of any dispute, have jurisdiction.

Use of personal data

I understand that this consent form will be kept for as long as the film is retained by the Museum. If selected for archival purposes the Museum may retain both this consent form and the film permanently. If you have a question about the way we handle your personal information please in the first instance contact the Governance and Museum Records Manager, Royal Museums Greenwich.

Name of school and year group to be photographed/filmed:

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Name of head teacher responsible:

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Telephone: ……………………………………………………………………………………………………………..

Email: ……………………………………………………………………………………………………………..

Please sign below to confirm that you have read and accept the above terms.

Signature: ………………………………………………………………………………………………………………

Date: ………………………………………………………………………………………………………………………..