

## **TTSM and PG Dip Costume: consent for promotional photography and filming and information on use of images and film footage**

**Please read in full, complete the form and sign**

### **Purpose of photography and filming**

RADA regularly takes photographs and sometimes films footage of student work for promotional purposes. These may be captured by RADA staff in the Communications & Marketing or Film, TV & Radio departments, or by external photographers and videographers hired by RADA. These most commonly cover rehearsals, fit-ups, workshops and performances of public productions, but may include other aspects of life at RADA such as class work, social spaces or other events where appropriate. Therefore you may be photographed from your first term at RADA onwards as you begin work on RADA's public productions. Photos will be shared with the students involved 48 hours before they are published on any channels, so students can request photos they are not happy with are removed from the selection.

Images and film footage are used on the RADA website; social media channels; print materials such as programmes and flyers; in email marketing and newsletters; and on plasma screens and posters inside and outside the RADA buildings. Point 2 on the form below covers this kind of use.

At times we also send images or film footage to third parties for their use, including but not limited to: partner organisations, to promote a project or performance; funders, donors and corporate partners, to demonstrate the result of their support; and higher education and government bodies, to represent the work that takes place at RADA. Point 3 on the form below covers this kind of use.

From time to time we may also provide images and footage to media outlets, to illustrate articles and stories about RADA or drama training. We will not supply images to media without your permission, and will provide a separate form for images and footage provided to media.

Rehearsal and production images will also be distributed to students and guest directors and creatives for use in professional portfolios, and on social media.

### **Copyright**

Copyright of images and footage remains with RADA, with the exception of images taken by external photographers who retain copyright to their work.

### **Permission to use**

On this form we are asking permission to take photographs and film of you, and to use these for the purposes above. Please indicate your permissions by deleting as appropriate on the form below, then sign and date the form and return to [yourstudentexperience@rada.ac.uk](mailto:yourstudentexperience@rada.ac.uk)

This permission lasts for three years after graduation. If at any time you would like to change your permissions, please contact the Director of Communications and Marketing.

The Communications and Marketing Department will contact any student they are proposing to feature individually (i.e. are the main or only focus of an image) in a prominent position on materials produced by the Communications and Marketing department, including programme or brochure covers, posters and marketing films, in order to give context about the purpose and audiences of the content. Students can opt out of their image being used for these purposes.

### Flagging concerns or questions about use

If you have any concerns about any promotional materials throughout your time at RADA or following graduation, please contact the Director of Communications and Marketing, who will endeavour to respond within two working days to discuss these on a case by case basis. We will remove any images or footage of students if requested, wherever possible – please note this may not be possible if the image is in print or used by external organisations.

Please complete the following form and return to [yourstudentexperience@rada.ac.uk](mailto:yourstudentexperience@rada.ac.uk).

1. I consent to the capture of my image in photography and filming by RADA for communications and marketing purposes (additional to my appearance on film for curriculum purposes).

YES

NO

2. I consent to images or film footage of me being used in **RADA's marketing materials**, including but not limited to website, social media, print materials and posters.

YES

NO

3. I consent to images or film footage of me being sent to **third parties**, including but not limited to: partner organisations, current or potential funders and donors, and higher education and government bodies.

YES

NO

Signed: .....

Course and year: .....

Date: .....

More information regarding your rights under data protection law can be found in our Privacy Policy: [www.rada.ac.uk/privacy](http://www.rada.ac.uk/privacy)