

# Consent for publicity materials

At FOLIO Sutton Coldfield, we regularly share news and events from across the organisation to keep people informed about our work and to raise awareness and funds. We would like to record FOLIO activities and would like you to take part.

Please complete the following form if you are happy for us to take and keep photos, video and audio recordings which may include your image, voice and / or information.

**I am happy for FOLIO Sutton Coldfield to take (please tick):**

- Photos of me
- Audio recordings of me
- Videos of me
- Keep anonymised information from our conversations

**I am happy for the items ticked above to be used (please tick):**

- On FOLIO Sutton Coldfield website
- In FOLIO Sutton Coldfield marketing materials (posters, banners etc)
- In FOLIO Sutton Coldfield newsletters
- On FOLIO Sutton Coldfield social media (Facebook, Twitter etc)
- In newspapers and other printed publications
- On display (e.g. centre display boards)

I understand that I can withdraw my consent at any time by contacting the Safeguarding trustee, Noran Flynn (07552238852) or emailing [chair@foliosuttoncoldfield.org.uk](mailto:chair@foliosuttoncoldfield.org.uk). FOLIO Sutton Coldfield will take all reasonable steps to ensure your request is granted.

**Name:** \_\_\_\_\_

**Parent/Guardian Name if under 16 years of age:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Signature (must be signed by parent / Guardian if under 16 years of age):**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this form to the person who gave it to you or post it to:**

FAO: Noran Flynn, FOLIO Trustee,  
c/o Sutton Coldfield Library, Lower Parade, Sutton Coldfield B72 1XX

If you have any questions about this form or how your information will be used, please contact FOLIO's secretary by email [secretary@foliosuttoncoldfield.org.uk](mailto:secretary@foliosuttoncoldfield.org.uk)

**Thank you**