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## **Bristol School of Acting**

# **Image and Media Consent**

**For promotional photography and filming and information on use of images and filmed footage**

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

1. BSA regularly takes photographs and sometimes films footage of student work for promotional purposes. These may be captured by BSA staff or by external photographers and videographers hired by BSA. This is separate from you appearing in any filmed material as part of your curriculum (for example, an acting film role as part of your training).
2. These most commonly cover rehearsals and performances of public productions, but may include other aspects of life at BSA such as class work, social spaces or other events where appropriate. We will inform everyone involved when photography or filming is taking place.
3. Images and film footage are used on the BSA 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 BSA buildings. Point 2 on the form below covers this kind of use.
4. 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; and higher education and government bodies, to represent the work that takes place at BSA. Point 3 on the form below covers this kind of use.
5. From time to time we may also provide images and footage to media outlets, to illustrate articles and stories about BSA or drama training. Rehearsal and production images are distributed to students and guest directors and creatives for use in professional portfolios, and on social media.

### **Copyright**

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

### **Permission for use**

7. On this form we are asking permission to take photographs and filmed footage 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 [joe.cooper@bristolschoolofacting.com](mailto:joe.cooper@bristolschoolofacting.com)
8. This permission lasts for three years after graduation. If at any time you would like to change your permissions, please contact [joe.spurgeon@bristolschoolofacting.com](mailto:joe.spurgeon@bristolschoolofacting.com)
9. 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**

10. If you have any concerns about any promotional materials throughout your time at BSA or following graduation, please contact [joe.spurgeon@bristolschoolofacting.com](mailto:joe.spurgeon@bristolschoolofacting.com) 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.



# Image and Media Consent Form

Please complete the following form and return to [joe.spurgeon@bristolschoolofacting.com](mailto:joe.spurgeon@bristolschoolofacting.com)

1. I consent to the capture of my image in photography and filming by BSA 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 BSA'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:** .....

**Print name:** .....

**Date:** .....

More information regarding your rights under data protection law can be found in our Privacy Policy.