

Additional covering guidance note to be sent with the Media Release Form & Fact Sheet – January 2012

The new release forms are effective with immediate effect.
(originally revised in 2010).

IMPORTANT NOTE:

THE RELEASE FORMS WHEN USED MUST BE COPIED DOUBLE SIDED AS IT IS A LEGAL DOCUMENT

About a crowd - as a rule if people are identifiable, then there should be a form signed but practically if say there are 20 people, we would not need to get a form signed, although this has not been tested legally. As long as we have a general policy of making announcements about taking pictures, etc - this is acceptable and there is no need to have proof that we have done it. So if there are 4/5 people in the picture, they should be give forms to sign. See page 2 of the Fact sheet.

For UK Regional Co-ordinators - They will need to make sure that they have valid media release forms for ANY photos loaded onto the portal and take responsibility - they would also need to make sure that they are stored safely – See details on page 4 of the Fact sheet.

Photos sent from other countries (excluding UK) – There is no need for release forms to be completed but an email should be sent to values@jankifoundation.org to confirm that permission has been given by participants to use the pictures. This email should be kept on the specific Email folder as well as the S drive in the appropriate photo folder.

For regular contributors in the UK, e.g. Trustees, Scientific & Medical Advisors or close Friends - the release forms are valid for 1 year so JF will have a system for maintaining these forms for each year.

For recording of interviews - We can ask the individual/s on camera about getting their permission (so it is recorded) or get form completed.