

### **Saint Francis Hospice Publicity Consent Form**

To be completed when someone takes part in a photo or media opportunity for the Hospice. Your consent will be registered on our database. This consent is for all time unless the person wishes to opt-out.

Seeing and reading about real people who have been cared for by our Hospice gives others the confidence to come forward and ask for our help. Photographs, film and stories are powerful ways of telling people about how our services benefit patients, their families and friends as well as helping to raise money for our charity.

We're so grateful to you for sharing your story with us but you should only agree to us using your photo/film/words if you feel completely happy with us doing so. Remember to inform your family and friends that you have allowed Saint Francis Hospice to use your story, and where it may be relevant, consider their feelings. We will not publish or share your story until you have reviewed and signed off (in person or via email) your final contribution – unless otherwise agreed. **Your information will not be sold, swapped, shared or leased with anyone. Our Privacy Policy is available on our website at [sfh.org.uk](https://sfh.org.uk) or by request.**

#### **How we may use your story/video/photo:**

- Our charity publications such as newsletters, leaflets, supporter letters, reports/applications for potential funders and major donors.
- Our charity website ([sfh.org.uk](https://sfh.org.uk)) and e-newsletter.
- Our charity social media channels (Facebook, Twitter, Instagram, LinkedIn, YouTube and TikTok).
- Saint Francis Hospice printed and digital advertising.
- Print and online media (e.g. local newspaper, magazines and radio).
- Training videos and materials.
- Printed/online communications published by other relevant organisations, e.g. Hospice UK.
- Fundraising communication including; presentations, thank you letters, leaflets (e.g. Lottery, legacies, events and In Memory materials).
- Podcasts - this may include audio recordings of interviews, conversations or voice clips which may be edited for clarity and used in full or in part across our podcast platforms. Podcasts remain available indefinitely once published.

#### **Please read:**

- I understand that once my photos/film/words are published and in circulation, these may be copied and used by others and that while Saint Francis Hospice makes every effort to ensure all media coverage is positive, it does not have control over how my story is used.

#### **Having read the above information, I am happy to give my consent.**

We will use your contribution unless you or your family ask us to stop using it. You can withdraw consent at any time, and we will do our best to remove it from the public domain. If you would like your story to be withdrawn at any point please contact [communications@sfh.org.uk](mailto:communications@sfh.org.uk), 01708 753319, or write to Communications & Community Engagement, Saint Francis Hospice, The Hall, Broxhill Road, Havering-atte-Bower RM4 1QH. We will do our best to remove it from the public domain.