

This form is to be used by Inclusion Melbourne staff, volunteers, contractors, placement students and members of the general public.

It must be completed in all instances where the image, likeness, or representation of a person is used in Inclusion Melbourne photographs, film footage, audio material, electronic images, publications, correspondence and/or quotations or in activities organised by the organisation.

Inclusion Melbourne will seek to ensure that all material displays the individual and the organisation in the most positive and appropriate manner.

Please tick the appropriate box:

☐

I give consent for my image, likeness or representation to be used for internal and external purposes in Inclusion Melbourne photographs, film footage, audio material, publications, quotations and events.

☐

I do not give consent for use of my image, likeness or representation in Inclusion Melbourne photographs, film footage, audio material, publications, quotations or events.

Name of Person:			
Signed:		Date:	
Name of Witness:			
Relationship to individual:			
Signature of Witness:		Date:	

You may decide to withdraw your consent at any time by contacting Inclusion Melbourne on (03) 9509 4266 or by emailing admin@inclusion.melbourne
Please note that the organisation may not be able to remove your image or representation if it has been used in previous publications or reports.

Office use only:

For staff, this form is filed in the Publications Consent Folder.
For volunteers, this form is filed on the Volunteers personnel file and noted electronically.

*note: Service User publications consent is completed within Lumary as part of the Service Agreement