



CONTRIBUTOR RELEASE FORM – CHILDREN

(For children under 16. For young people aged 16/17 where circumstances require parent/guardian consent.)

Programme (working title) (“Programme”)	BBC East Midlands Today
“We/Us/Our”	The British Broadcasting Corporation of BBC Broadcasting House, Portland Place, London W1A 1AA including all of its subsidiaries, licensees and assigns.
Child’s name (“Child”)	
Parent/Guardian (“You”/“Your”) Name, address, tel & email	
Please state your relationship to the child:	
Who will attend with the child and be responsible for the child if not you? (name and relationship to child)	
Commissioning Party	BBC East Midlands
Production Contact Name, title, email & production address	Karen Winchester, Assistant Editor Karen.winchester@bbc.co.uk BBC Nottingham, London Road, Nottingham, NG2 4UU
Contribution Description of the contribution (include any material they will provide like photos and blogs).	Taking part in a BBC Appeal film at Soft Touch Arts in Leicester for Children in Need. Filming activities and possible interviews taking place on 30 th October 2019.

By signing this form You agree to the following terms.

- You confirm that You are the Child’s parent or legal guardian or adult acting in *loco parentis*.
- You acknowledge the nature and purpose of Your Child’s Contribution has been explained to You.
- We take child safety very seriously and will at all times comply with Our Child Protection Policy (located here: <https://www.bbc.com/aboutthebbc/reports/policies/childprotection>).
- You confirm Your Child is sufficiently fit and able to provide their Contribution. If Your Child becomes unwell or may be contagious to others, then You will immediately notify the Production Contact that Your Child will not be able to participate. We may at Our discretion prevent Your Child from participating.
- You will not leave Your Child unaccompanied or ask the production team to care for or supervise Your Child.
- You will tell Your Child they must not give anyone or ask anyone for any personal contact details (including social media details). If anyone gives or asks Your Child for personal contact details then immediately tell a member of the production team. Only generic production contact details will be provided to You.
- You agree to the recording and/or broadcasting of Your Child’s Contribution and assign to Us all rights in Child’s Contribution for Us to use it worldwide in perpetuity in all media known now or in the future.
- You agree that if Your Child provides their own existing material (such as photos or blogs) then the material remains Your Child’s property and We may use the material in or in association with the Programme.
- To the best of Your knowledge and belief, the Child’s Contribution will not infringe the copyright or any other rights of any third party or be defamatory and any material Your Child provides is their original work and consent has been obtained from others appearing in such material.
- We may edit, copy, adapt or translate Your Child’s Contribution at Our discretion and You irrevocably waive any “moral rights” that may exist in Your Child’s Contribution.
- We will not be liable for any loss or damage to You, Your Child, Your property or Your Child’s property unless caused directly by Our negligence.
- Although We hope to use Your Child’s Contribution, We cannot guarantee to do so.



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- In consideration of mutual exchange of obligations, You and We agree to these terms.
- This agreement is governed by the laws of England and Wales and the jurisdiction of the English and Welsh courts applies.

If you agree with these terms please sign below and return it to the Production Contact. A copy is attached for you to keep. If you are unsure of the meaning of any of the terms set out above, the production team can explain them to you.

Thank you once again for your assistance in making the Programme.

Signed for Us

I agree to these terms:

Signed by parent/guardian..... Date

About Your and Your Child’s privacy:

- We are responsible for handling personal data You provide, including Your Contribution, in accordance with data protection law. We have a legitimate interest in using Yur personal data for journalistic, artistic and literary purposes and for the performance of Your contract with Us and fulfilling Our legal obligations. You may also provide special category or criminal offence data which may be used for the purposes of journalism, arts and literature or otherwise where the law allows. For more information about how We use Your personal data and your rights, visit www.bbc.co.uk/contributors/privacy-notice.
- Broadcasters and Creative Diversity Network (CDN) are monitoring diversity on UK television through Diamond. We have a legitimate interest in collecting diversity information about our industry, and if You provide Us with the child's name and Your email address we will enter this in a system called Silvermouse and You will be invited to provide diversity characteristics on behalf of the child. The characteristics You will be asked to provide are age dependent. The broadcasters and CDN, as data controllers, are responsible for this data and will retain the child's name and Your email address for this purpose in Silvermouse for as long as diversity is monitored by them. They also collect information about how viewers might perceive diversity on screen. Further information about Diamond can be found here: <http://creativitydiversitynetwork.com/diamond/contributors/>