

Image and voice authorisation

For anyone filmed in an identifiable way: speaker, guest, participant. One copy per person.

1 THE EVENT

to be completed once

EVENT / SERVICE

DATE(S) AND VENUE

RESPONSIBLE ORGANISER

CONTACT FOR YOUR RIGHTS (E-MAIL)

PLANNED BROADCAST: MEDIA, SITES OR PLATFORMS, AUDIENCE

END DATE OF BROADCASTS AND REPLAY ("LIVE ONLY" IF NO REPLAY)

2 MY CONSENT

I authorise the organiser to record my image and my voice, and to use them only for the uses I tick. An empty box means that I refuse that use.

- ☐ **Live broadcast** of the event
- ☐ **Replay put online** after the event
- ☐ **Short clips** taken from the event
- ☐ **Promotion by the organiser** (website, social networks, advertising)

My consent applies to the media and audiences stated above, until the end date of the broadcasts. It is given without payment. The content will respect my dignity and the meaning of my words.

MY PERSONAL DATA, IN BRIEF

Who	The organiser uses my images and my voice, with its technical providers.
Why	Only for the uses I have ticked.
My rights	I can ask to see my images, to have them deleted, or to withdraw my consent at any time for the future, through the contact above. I can also complain to the CNIL, the French data protection authority (www.cnil.fr).

☐ I received the full information notice about my personal data before signing.

3 IDENTITY AND SIGNATURE

FULL NAME OF THE PERSON FILMED

DATE

SIGNATURE

Image and voice authorisation: minor

For a minor filmed in an identifiable way. To be signed by the legal guardians.

1 THE EVENT

to be completed once

EVENT / SERVICE

DATE(S) AND VENUE

RESPONSIBLE ORGANISER

CONTACT FOR YOUR RIGHTS (E-MAIL)

PLANNED BROADCAST: MEDIA, SITES OR PLATFORMS, AUDIENCE

END DATE OF BROADCASTS AND REPLAY ("LIVE ONLY" IF NO REPLAY)

2 CONSENT FOR THE MINOR

As legal guardians, having involved the minor in the decision according to their age and maturity, we authorise the organiser to record their image and voice, and to use them only for the uses ticked. An empty box means that we refuse that use.

- ☐ **Live broadcast** of the event
- ☐ **Replay put online** after the event
- ☐ **Short clips** taken from the event
- ☐ **Promotion by the organiser** (website, social networks, advertising)

This consent applies to the media and audiences stated, until the end date of the broadcasts. It is given without payment. The content will respect the dignity of the minor.

THE MINOR'S DATA, IN BRIEF

Who	The organiser uses their images and voice, with its technical providers.
Why	Only for the uses ticked.
Our rights	We can ask to see the images, to have them deleted, or to withdraw our consent at any time for the future, through the contact above, or complain to the CNIL, the French data protection authority (www.cnil.fr).

☐ We received the full information notice about personal data before signing.

3 MINOR AND LEGAL GUARDIANS

FULL NAME OF THE MINOR

DATE

LEGAL GUARDIAN 1: FULL NAME

SIGNATURE

LEGAL GUARDIAN 2: FULL NAME

SIGNATURE

Joint parental authority: both signatures are required. In other cases, the organiser checks the minor's situation.

Information for the audience

To be displayed at the entrance and in the filming areas.

THIS EVENT IS BEING FILMED

Images and voices may be recorded and, depending on the event, broadcast live or as a replay.

You do not want to appear? Tell reception or the organiser before filming starts: a solution will be sought (seating out of frame, an adapted shot or another measure).

PRACTICAL INFORMATION (to be completed by the organiser)

EVENT AND DATE

ORGANISER AND CONTACT FOR YOUR RIGHTS

BROADCAST: SITE OR PLATFORM, AUDIENCE, VIEWING PERIOD

UNFILMED AREA (IF ANY)

This poster informs people about the filming. It does not replace individual authorisation where one is required, in particular for close-ups, interviews and promotional uses. The organiser also provides a full notice about personal data. You may complain to the CNIL, the French data protection authority (www.cnil.fr).

Information notice

Your personal data: image and voice. To be given to each person filmed before they sign.

Who is responsible for your data?

The event organiser. Its details, and those of the person to contact about your rights, appear on the authorisation you sign.

What data, and why?

Your image and your voice, as well as your name and, if the organiser asks for it, your job title and e-mail. They are used only for the uses you tick: live broadcast, replay, clips, promotion. Without your consent for a use, your images are not used for that purpose.

On what basis?

Your consent, given use by use. It is free: you can refuse without being penalised, and withdraw it at any time for the future.

Who receives your data?

The organiser's teams and its technical providers, who film, record and broadcast the event. If the event is streamed online, the people watching see and hear what is broadcast, and the streaming platform hosts it.

TECHNICAL PROVIDER AND STREAMING PLATFORM

For how long?

The live broadcast is not kept beyond the event unless it is recorded. Recordings are kept and broadcast until the end date stated on the authorisation, then deleted or archived according to the period below.

PERIOD FOR WHICH THE ORGANISER KEEPS THE RECORDINGS

Transfer outside the European Union

☐

None

☐

Yes, to:

What are your rights?

You can ask for access to your images and your voice, their rectification, their erasure or restriction of their use, and withdraw your consent at any time for the future, through the contact stated on the authorisation. Withdrawal has no effect on what has already been lawfully broadcast. You can also complain to the CNIL, the French data protection authority: www.cnil.fr.

How to use the kit

For the organiser only. Do not hand out as an individual authorisation.

THE PRINCIPLE: FILL IN ONCE, THEN HAVE IT SIGNED

1**Complete the “event” fields on a computer**

Name of the event, dates and venue, organiser and e-mail, planned broadcast and end date. Only once: these fields carry over automatically from the adult authorisation to the minor authorisation.

2**Print as many copies as needed**

Each adult writes their name and the date, ticks the uses they accept, then signs. For a minor, collect the signatures of the legal guardians.

3**Give out the notice before signing**

The information notice (page 4) must be given to each person before they sign. Complete the provider, the retention period and any transfers outside the EU.

4**Display the information at the entrance**

The poster informs the audience but does not replace individual authorisation for close-ups, interviews and promotion.

5**Keep the signed authorisations**

Keep them as long as the images are broadcast or stored: they prove everyone's consent.

POINTS TO WATCH

One consent per use

Never tick the boxes on someone's behalf, and distinguish live, replay, clips and promotion. Provide a solution (seating out of frame, framing) for those who refuse.

Minors

A minor's image rights are exercised jointly by their parents, and the minor's view is taken into account according to their age and maturity (article 372-1 of the French Civil Code).

The audience

A wide shot in which nobody is recognisable generally does not require authorisation. As soon as a person can be identified (close-up, speaking into a microphone), their consent is required.

To be validated

These templates are indicative. Adapt them to your event, especially for employees, minors, communication campaigns or broadcasts outside the European Union, and have them reviewed by your legal adviser.