

Attachment 4 – A sign / poster that can be printed and held up in a photo of an individual adult

RECORD OF INFORMED CONSENT FOR USE OF IMAGES – INDIVIDUAL ADULT

It has been explained to us: • That our story and/or images are being collected to communicate the type of work that Catalpa and its partners do • My consent is voluntary and I have been told that I have the right to say no without any negative consequences; and also that I can withdraw my consent at any time by contacting Catalpa's Communication Lead at (INSERT EMAIL ADDRESS) I understand that by being photographed with this document, I am giving consent for my image(s) and story to be used in public ways including on a website, on social media, in a newsletter and /or written reports and also could be used for fundraising purposes including in proposal documents sent to donor organisations and governments.		Name of the adult who is consenting to have their image and/or stories collected:	Pseudonym if requested
		Location of the image / story collection:	
		Date of the image / story collection:	
		Translator used?	Yes / No (circle one)
Name of Catalpa staff member who took the photos / video / stories	Signature of the Catalpa staff member who took the photos / video / stories	Name of translator (if applicable)	

INSTRUCTIONS FOR PHOTOGRAPHER

1. Explain the purpose of taking images, what the photo will be used for, where it will be used, how long it will be kept and how the individual can ask for the photo to be removed. Show examples of previous communications. Consent must be obtained in circumstances that ensure that the individual is not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally. Where needed, use a translator to make this explanation and record their name on the consent form.
2. Fill in the names of each individual giving consent and take a photograph of them with the consent form. Where possible, take group photos.
3. For protection reasons, individuals' names may be changed if their story is shared publicly. Check with each individual if they have a preferred name that they would like us to use in this case. Record this name under 'Pseudonym(s)' on the consent form.
4. Store both the photos and this proof of consent photo(s) within relevant project folder, and put a shortcut to this folder in the central record of all photos ([INSERT THE LINK TO THIS RECORD](#))