

## INTO FILM CONTRIBUTOR RELEASE FORM

Dear Parent/Guardian

Your child has been invited to take part in a filmmaking project through their school, college or youth group. The film(s) they make may be submitted to Into Film in the future for the Into Film Awards or Film of the Month competition.

In order for your child's film to be accepted and showcased by Into Film, you need to complete a contributor release form to give your consent. The completed form should be returned to the teacher or youth leader who is arranging the filmmaking programme.

We have provided answers to some of the most common questions regarding the completion of the form.

### Frequently asked questions

#### **What is a contributor release form?**

Contributor release forms are used in the film and television industry to obtain permission from people featuring in film and television productions. These forms give your permission for your child's image (on film or in still pictures) to be used.

#### **Why do I need to sign it?**

The form needs to be signed by a parent or guardian to give permission for your child to take part in the filmmaking project.

#### **What if I don't agree to sign the form?**

If you do not want to sign the form, this may prevent your child from taking part in the filmmaking project. Also, Into Film will not showcase films without full consent from parents/guardians and these films are ineligible from winning competitions.

#### **My child is 16. Can they sign the form themselves?**

No. Only those 18 years and above can give consent for themselves. Anyone 17 years and under is still classed as a child so will need to get a parent or guardian to sign the form.

#### **My child won't appear in the film. Do I still need to sign the form?**

Yes, if your child takes part in the filmmaking process, they are still classed as a contributor whether they appear in front of or behind the camera.

#### **Will my child's identify be revealed in the film?**

No. We will never link your child's image with their full name. We won't include their full names in the end credits.

#### **I object to my child's image being shown on YouTube or used on the Into Film website. Can my child still take part in the project?**

Yes. Into Film is committed to safeguarding children and young people and if there is a reason why your child's identify should not be revealed in a film, we will ensure that the film is not shared publicly. There are, however, ways to include your child without identifying them such as using animation or providing your child with a behind the scenes production role such as camera operator.

You should inform the teacher or youth leader arranging the project if there are concerns about identifying your child.

**What will Into Film do with the completed films?**

The completed films will be screened on the Into Film Shorts channel on YouTube and possibly the Into Film website. Another opportunity is the Into Film Awards. Every year, we hold a mini-Oscars® event in London to celebrate the achievements of our young filmmakers. This is an excellent opportunity for your child to get recognition from their peers but also rub shoulders with A-list celebrities. Lastly, we will look for opportunities to enter the films into competitions (including our own Film of the Month competition) and festivals.

**How does the form comply with Data Protection?**

The information collected on the Contributor Release Form will be processed by Into Film if your child's film is entered into the Into Film Awards or the Film of the Month competition ("the Programme"). We will hold the information you give us on computer and use it for statistical purposes and to confirm your consent for your child to participate in the Programme. In accordance with the requirements of the Data Protection Act 1998, Into Film needs to obtain your consent to contact you by post, telephone, or e-mail for a range of purposes, other than directly related to the Programme such as events, activities, publications and our other services that may be of interest to you. Please contact [daniel.smith@intofilm.org](mailto:daniel.smith@intofilm.org) if you do not consent to this. You have the right to access your personal records held by Into Film. If you wish access please write, stating your full name and address, to: Into Film, 31 Islington Green, London N1 8DU.

**Who can I contact if I have questions about the release form?**

Firstly, speak to the project leader who can always contact Into Film on your behalf or contact the Filmmaking Manager at Into Film on 0330 313 7745 or by email at [daniel.smith@intofilm.org](mailto:daniel.smith@intofilm.org)

## INTO FILM CONTRIBUTOR RELEASE FORM

Contributor release forms are very important to give consent for every child's involvement in a film project. Without them, Into Film will not be able to screen the film(s) including showcasing them at the Into Film Awards or sharing them on the Into Film website or YouTube channel.

Please sign the form and return it to the project leader before the start of the filmmaking sessions.

**Name of Contributor**

\_\_\_\_\_  
*("Child's Name")*

**Title of Film(s)**

\_\_\_\_\_  
*("The Project")*

**Role in Film Project e.g. actor, director**

\_\_\_\_\_  
*("The Contribution")*

**Organisation Running the Project with Into Film**

\_\_\_\_\_  
*("The Company")*

If you are **under 18** years of age you will need to get this form signed by a Parent or Legal Guardian.

I consent to \_\_\_\_\_ [**name of Contributor**] entering into this agreement and acknowledge that it is for his/her benefit.

**Signed by Parent or Legal Guardian** \_\_\_\_\_ **Dated** \_\_\_\_\_

If you are **18 and over** please sign below.

In consideration of the Company agreeing that I contribute to and participate in the Project, the nature and the content of which has been fully explained to me, I hereby consent to the filming and recording of my contribution to and participation in the Project subject to the terms and conditions specified below.

**Signed by Contributor** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Data Protection Act 1998: Important**

*The information on this entry form will be processed by Film Nation UK Ltd for Into Film: Into Space (the "Competition"). We will hold the information you give us on computer and use it for statistical purposes. We may provide copies of the information to individuals or organisations that are helping us judge or administer the Competition.*

*In accordance with the requirements of the Data Protection Act 1998, Film Nation UK Ltd needs to obtain your consent to contact you by post, telephone, or e-mail for a range of purposes, other than directly related to the Competition such as events, activities, publications and our other services that may be of interest to you. Please tick this box  if you do not consent to this.*

*You have the right to access your personal records held by Film Nation UK Ltd. If you wish access please write, stating your full name and address to: Daniel Smith, Into Film, Studio 28 Fazeley Studios, Fazeley Street, Birmingham, B5 5SE.*

**TERMS AND CONDITIONS**

1. I hereby agree that the copyright (if any) and all other rights title and interest in and in respect of my contribution shall vest in and is hereby assigned to the Company (and this assignment shall operate to the extent necessary as a present assignment of future copyright) and that the Company shall have the unfettered right to deal with the Project containing such contribution or any part of it in any way that it thinks fit. Accordingly, I agree that my Contribution and/or the Project incorporating my contribution or any part of it may be exhibited or otherwise however exploited (and such exploitation may include the exploitation of ancillary rights therein) in all media and formats throughout the universe for the full period of copyright and all renewals and extensions thereof and thereafter so far as may be possible in perpetuity
2. I hereby waive any so-called "moral rights of authors" in the Project and such rights under section 77 and section 80 of the Copyright Designs and Patents Act 1988 as I now have or hereafter acquire in relation to the Project.
3. The Company may without my further consent use my name likeness biography photographs of me and recordings of interviews with me for all purposes of advertising, publicising, distributing and exploiting the Project and/or advertising, promoting or publicising the Company in all media and formats throughout the universe
4. The Company shall not be liable to me or my legal representatives for any loss or damage or injury to me or my property caused or suffered in connection with the Company's making of the proposed Project unless caused by the negligence of the Company and recoverable on that ground
5. The Company shall be under no obligation to make any use of my Contribution within the Project and shall not be liable to me in the event that my Contribution is not included in the Project or if the Project is not exhibited.
6. I agree that the contribution shall not contain anything which is an infringement of copyright or which is calculated to bring the Company into disrepute or which is defamatory provided however that the Company shall not be entitled to bring claim against me in respect of any defamatory material that was included in my contribution without negligence or malice on my part.
7. I acknowledge that by entering into and performing this agreement I shall gain experience of and training in film production, which will be of educational benefit to me.
8. I hereby confirm that the terms of this agreement have been explained to me and that I understand them.
9. The Courts of England shall have sole jurisdiction in relation to the terms and conditions of the agreement contained in this release which shall be interpreted according to the laws of England.