**Do I need to use the Model Release Form?**

**YES**

* Image to be used commercially (advertisements, brochures, websites, newsletters etc).
* The subject is identifiable as the subject of the photo (face, silhouette, tattoo, uniform, location) and the image is to be used commercially.
* Spaces where there is an expectation of privacy.
* Animals specifically related to a TV programme or film.
* Both staff and students need to sign the form, there is a separate form for subjects that are under 18-years-old (parent/guardian to sign the form).

**NO**

* Non-commercial, editorial use – no intention to use the image for future commercial gain. For example, newspaper stories.
* When there is a large group of individuals, eg at a conference or an event, it is usually sufficient to notify them either verbally or with a notice clearly visible, and those who do not wish to be in the photograph can opt out.
* Where there is a large group of people with no one standing out in a place where photography is expected, eg spectators at a football match.
* Animals – domestic pets do not need a release.
* Where only **non-identifiable** parts of the body appear in the image, eg leg or hand, no consent is required.