



RENEW Consent Release Form 2020

(For collection and usage of Stories, Photography and Audio-visual media)

RENEW CONSENT RELEASE FORM

This policy must be presented to, and fully understood by the subject prior to the collection.

ABOUT RENEW:

RENEW commissions the collection and use of stories, photography and other audio-visual media in support and to promote its work on Domestic and Sexual Gender Based Violence. These materials shall be used to tell stories of beneficiaries, volunteers, partners and staff to educate, inspire and inform the public at large. Materials used shall at all times reflect RENEW's values, mission and mandates.

All materials collected will be used in original context for the following purposes:

Digital platform (website), Social Media (FB, Twitter, Instagram etc), Publications (print), Campaigns (fund-raising, events and advocacy), Trainings and workshops (Educational purpose).

CONSENT

The subject has the right to refuse disclosure of their real identity, conceal their identity markers and withdraw their permission at any time. The subject should specify on the following identity options.

Full Name : _____ or Pseudonym: _____

If the subject is under the age of 18, legally recognized parent/guardian permission must be taken prior

If necessary, the location of the project can be changed.

Subject to the above, I give RENEW permission to use my name/pseudonym and stories/photographs/others. I accept that RENEW will use the materials for distribution within and outside the country. I also understand that third parties in project engagement with RENEW may also use the data provided. I waive off any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of the data. If I wish to withdraw permission for my story and/or images to be used, I must inform RENEW in due time to cease usage of the data.

I confirm that the consent content has been explained to me, and I fully understand its meaning and that RENEW will respect my dignity in its usage.

Name/Pseudonym: _____ Parent/guardian sign, if under 18 years: _____

Profession/Student: _____ Signature: _____

CID(optional): _____ Date: _____

Address/District (optional):

If verbal consent was given but the person did not sign the form please tick here: _____

Sign: _____ Name/Designation of the Person collecting the data: _____



Official seal: _____

RENEW Consent and Information Collection Guidelines 2020

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A. Background Information and participant details

1. Date of the completion of interview/s	
2. Name and role of person who helped to complete the interview	
3. Name of partner agency and program	
4. Name of participant(s)	
5. Age of the participant(s)	
6. Gender of the participant(s)	
7. Person's background (occupation, family size and members, home-town, village and region)	

B: Participant's Story (most relevant questions may be used)

This should be an account of the participant's experience before, during and (if applicable) after their participation in the specified program. Please try to capture their own words as much as possible (we love quotes!). Some sample questions are below.

1. When did you start with the program and how did you get involved? Where did you first hear about the program?
2. Did you have any difficulty participating in the program?
3. What do you like most about being part of this program?
4. Describe what life was like for you before you got involved in the program?
5. How has life changed? How has the program assisted you and your family?
6. Describe your daily life now, compared to before?
7. What are your hopes for the future?
8. How do you think the program has benefited your community?
9. Why do you think it is important that programs like this continue to receive support?
10. Any changes you would like to recommend to the program.
11. Do you have any other comments you would like to share?

D. Photo(s) and Video(s) of participant(s). Some guides are below:

1. Photos should be high resolution and taken close up to the subject.
2. Participant(s) engaged in a program related activity such as teaching, studying, class-work etc.
3. Participants with other participant(s) of the program.
4. Also included for each image should be:
 - a) A description of the image(s), containing the names of those shown in the photo.
 - b) The date and location of the photo(s).



- c) The name of the person who took the photo (for credit).

E. Guidelines for the Use of Images/videos and Messages

1. Present photographs, films, videos, DVDs and messages of women and men, boys and girls in a respectful manner, honestly portraying their personal experience and context and as partners in the development process.
2. Avoid images or messages that manipulate the story to portray people in a pitiful way.
3. Children will be portrayed positively as part of their community and in a dignified and respectful manner.
4. For the protection of identity of individuals, especially children survivors, it is advised to blur their faces and conceal their identity markers so that they are not recognized.
5. Do not create images of children where they are not adequately clothed and in poses that could be seen as sexually suggestive.
6. Ensure images are honest representations of the context and facts.
7. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
8. Portray participants in activities which reflect their daily lives.
9. Convey the context and complexity of the situations in which local people live. Images of people in vulnerable situations should focus more on the reasons for and the context of a situation, rather than on an individual's suffering.
10. Honestly portray the diversity of local people including age, disability and other marginalised groups.
11. Inform key persons in images of what the image is being used for and obtain their permission. In the case of a child, obtain informed consent from the child and a parent or guardian before photographing or filming. An explanation of how the photograph or film will be used must be provided
12. Show some examples of the kinds of materials that are produced so that those involved understand how their personal details and story might be used.
13. Ensure that the identification of or use of images of local people will not bring them into any danger.
14. Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
15. Ensure that those whose situation is being represented have the opportunity to communicate their stories themselves. Example: use local spokespersons to show that local people are actively involved in development or humanitarian work.