

Collecting Covid-19 Stories
Sudbury Hall and The Museum of Childhood
Permission Form

The current Covid-19 pandemic is a rare moment in our history, and we are interested in collecting stories from children that relate to this. This will include pictures, photographs, drawings, artwork, stories and other forms or creative work. We want to collect and store this material as a record of the pandemic and as a resource for future exhibition or display.

In order to do this we need to ensure we have the right information from you to be able to use and store your work as part of the collection, future exhibitions and projects at Sudbury Hall and The Museum of Childhood. And to make this work practically and legally we need you to give your items to us.

Please could you complete the following **information**, **declaration** and **agreement** You are declaring and agreeing that you or likely your child created the work, that you own it and that you are transferring ownership of the work and all copyright to the National Trust and that we can use that work along with personal details provided below. Unfortunately, without this information we will be unable to use your work.

If you have any questions about any of below contact sudburyhall@nationaltrust.org.uk

Information

This section needs to be completed with details of whoever has created the piece of work. This should be the child/ren or young people who are aged 0-25

Name	
Address	
Date of Birth	
Contact Number (if between 16-25)	
Email Address (if between 16-25)	

If the child/ren is under 16 we also need to collect information from the parent / legal guardian

Name	
Address	
Contact Number	
Email Address	

In order to correctly store and use your items we need to know a bit more about them.

Please use this section to tell us a it about your submission/s

Name of Item	
Short Description of Item (No more than 10 words)	
Any other information (This could	

include materials used, how it was creating and why – No more than 100 words)	
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Declaration and Agreement

Please read this section carefully and use the space provided to sign and agree. If you have any questions please contact sudburyhall@nationaltrust.org.uk.

By signing below you **declare** that:

- The person named above created and is the legal owner of the work.
- You consent to the use of personal data and images for the purposes mentioned above.

By signing below you also **agree** that:

- Ownership of the work and all copyright is given to the National Trust for Places of Historic Interest and Natural Beauty of Heelis, Kemble Drive, Swindon SN2 2NA ('National Trust') for the National Trust's own use.
- The National Trust may use photographs, film or other images of the work to promote its charitable and commercial interests (this may include the sale or sub-license of the work to third parties).
- The National Trust can use the information provided above in its future work, including exhibitions (at property and online), news articles and social media. This may include age, name and location (city or country) information.
- You may be contacted about the work.
- The work may be digitised and then destroyed.

Signed by child or parent / legal guardian if he/ she is under 16

Signature:	
Date:	

Data Protection

How we use your personal data: We may use your image (photograph or film) for advertising or awareness campaigns on TV, websites, social media sites or printed products. The personal data you give us in this form will be held securely and will not be used for any other purpose; we will never use it for marketing communications that you haven't agreed to receive.

How we protect your personal data and how long we will keep it: Images are stored on a secure server until we no longer require them when they and the personal data you provide in this form will be securely destroyed.

If you would like to find out more about how we look after your personal data please see our Privacy Policy at <https://www.nationaltrust.org.uk/features/privacy-policy>.

If you no longer want your image to be used: At any time you can change your mind about whether to consent to images of yourself being used by us, please email images@nationaltrust.org.uk, or contact us on 01793 817 700. The image(s) and the personal data in this form will be securely destroyed.

The National Trust collection which you are contributing to: The information and recordings you give us will be summarised in a document and stored digitally on the National Trust servers, so that your memories and stories can be shared through appropriate interpretation methods. We hope to create an online resource that our visitors and local communities can access through our Sudbury Hall webpages. We plan to use snippets from the oral histories at various times throughout our annual Programme of events and interpretation at Sudbury Hall. The items will also be available for research purposes.