

Employee Photo Consent Form

This **photo consent form sample** for employees ensures that organizations obtain clear permission to use staff images for promotional and internal purposes. It helps protect employee rights by outlining how photos will be used and distributed. Using this form promotes transparency and legal compliance in workplace communications.

Employee Information

Full Name:

Job Title:

Department:

Consent Details

I hereby **grant** / **do not grant** (please select) permission to **[Organization Name]** to use my photograph or likeness taken in relation to my employment for:

Internal communications (e.g. newsletters, intranet)

External promotional materials (e.g. website, brochures, social media)

Training or educational purposes

Grant Permission

Do Not Grant Permission

Terms and Conditions

I understand the photos may be used for the purposes described above and will not be sold or used for any unrelated purposes.

I understand I will not receive compensation for the use of my image.

The organization will retain images for a period consistent with its retention policy, after which they will be deleted or archived securely.

I may withdraw consent at any time by contacting Human Resources in writing.

Signature

Employee Signature:

Date:

Submit