

Photoworks



Historic England



Picturing High Streets Terms and conditions



Rules about taking part in the project

About our project



We have a project called **Picturing High Streets**. We are asking people to take photographs of high streets.



Then people to put their photographs on our Instagram channel.



People can do this from September 2022 to September 2023.



Some of the photographs put on the Instagram channel might be:

- put on big posters on streets and roads
- or
- put in shop windows



Some photographs might be given to the **Historic England Archive**. This is a collection of photographs, drawings and reports.



These show what England was like in the past and how things have changed.



If you put your photo on our Instagram Chanel it means you agree to our **terms and conditions**.



Terms and conditions are rules and things you agree to.

Who can use your photograph



When you share your photograph with us, you still own it. This is called having **copyright** of your photograph.



You can still use your photograph for other things too.



Photoworks

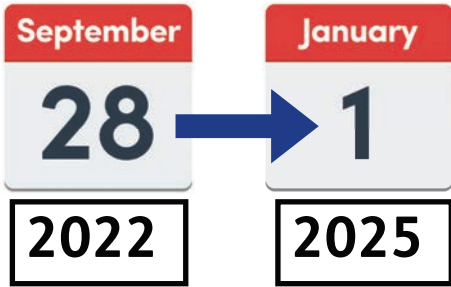
But you agree that Photoworks and Historic England can use your photograph for anything to do with our project.



You agree that we can use your photograph and any stories or information you send with it.



You agree we can use it for however long the project runs for.



We can use your photograph from: **28th September 2022 to 1st January 2025.**



After this, we cannot use your photograph any more.

Other organisations who might use your photograph



We work together with other organisations called **third parties.**



Third party means that they are separate from us.



Here is a list of the third parties we are working with:

- Open Eye Gallery
- Grain Projects
- QUAD/FORMAT
- Photofusion
- Redeye
- Black Country Visual Arts/
ReFramed
- PARC. **Photography and the
Archive Research Centre**
- London College of
Communications
- The Photographers' Gallery
- Impressions Gallery

Third parties

- 1 ~~~~~
- 2 ~~~~~
- 3 ~~~~~
- 4 ~~~~~



We might add more third parties to this list.



If you put your picture on Instagram, you agree that third parties can use your photograph too.



Our third parties have their own terms and conditions. You must agree you will follow these rules as well.

How to send us your photograph

You agree to these terms and conditions if you:



- add your photograph or information to our Instagram channel

or



#picturinghighstreets

@picturinghighstreets

- put your picture or information on social media using the hashtag **#picturinghighstreets** or tagging **@picturinghighstreets**



On social media, people use words with a **hashtag** to show what they are talking about.



You can click on the hashtag word to find other posts about the same thing.



If you click on **#picturinghighstreets** it will show you other people's photographs for our project.

Rules you must follow



Instagram has its own rules about what you can put on it.



Our terms and conditions might say something a little bit different to the Instagram rules.



If this happens, you must follow the Instagram rules first.



We might change some of the things in these terms and conditions.



If you still post your photograph, we will think that you agree to the new rules.



We will put it on our website if we change anything. You need to keep checking to see if there are any changes.



About this licence

The law says that you have rights about your photograph.



No one else can copy your photograph or say that they took it.



Other people can only use your photograph if you agree.



This agreement is called a **licence**.
The **licence** says what we can do with your photograph.

How we will use your photograph



If you send us your photograph, you agree that we can:

- use it
- share it
- make changes to it



We might use your photograph:

- in a book or a magazine
- online on a website or on social media





- in a presentation or art show



We will follow the law when we use your photograph.

Historic England Archive



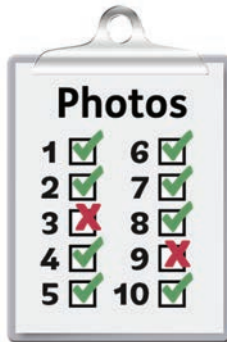
You agree that Historic England can use, share and make changes to your photograph.



Historic England also works with their own third parties.

You agree that these third parties can use your photograph too.

More about our project



We will try to use everyone's photographs. But we might not be able to use them all.



We are going to make a collection of some of the photographs.

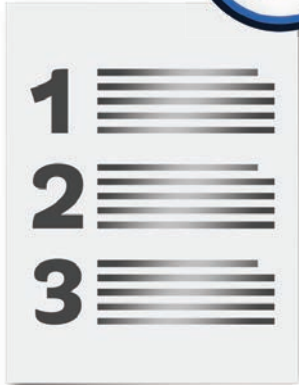


Our judges will choose which photographs we want to use in the collection.



We will let you know if we choose your photograph.

Other things you might send us



As part of the project, you agree to send us some information with your photograph.

The information should include:

- what your photograph is of
and
- any stories that go with your photo



You agree that we can use and share this information if we use your photograph.



If you change your mind about taking part

You can change your mind at any time and decide not to take part.



We will delete your photograph. We will not use it in our project.



You must tell us if you decide not to take part. You can email us at:
Picturinghighstreets@historicengland.org.uk



We will try to delete your photograph within 7 days.



We can only delete your photograph from our website or social media.



We cannot delete your photograph if it has already been printed in a book or magazine.

Things you need to do if you take part in our project

To take part in our project, you must agree to these things:



- you own your photograph. You are the person who can agree to these terms and conditions

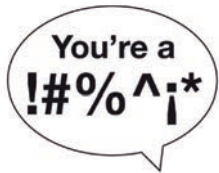


- your photograph does not affect anyone's rights

This means anything, anyone or any place in your photograph does not have their rights taken away by being in the photograph.



- your photograph treats the people and places in it with respect



Your photograph must not:

- hurt or bully anyone
- be rude or have any swearing in it
- break the law in any way
- if your photograph has been used somewhere else, you must check that we can use it.

You might need to pay a charge for this. It is up to you to pay the charge.
- we might need to see proof that we can use the photograph.

This could be a letter or a form.

If your photograph is of a child or young person



If your photograph is of someone younger than 18, you must:

- tell us if you are the parent or carer

or

- give us proof that the parent or carer agrees we can use the photograph.

We have a form the parent or carer can sign if they agree.



What happens if you break the rules

If you break the rules of this agreement, we might take you to court.

You might have to pay the costs.





If your photograph breaks the rules, we might ask Instagram to delete the hashtag or the tag.



This means other people won't be able to find your photograph on our social media.

Privacy policy



A **privacy policy** tells you how organisations deal with information they have about you.

You must agree that you have read:



- The privacy policy on photoworks website:
photoworks.org.uk/privacy-policy/
and
- the privacy policy on the Historic England Archive website:
historicengland.org.uk/terms/privacy/



The privacy policies are not in easy read. You might want someone to help you read them.

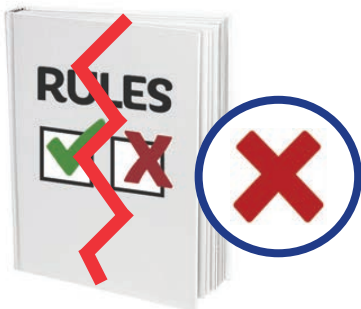
Letting people know who took the photograph



If we can, we will say that you took the photograph and took part in our project.



We do not have to put your name.



It does not mean that we have broken the rules of this agreement.

How we look after your personal information

If you take part in our project, we will need to keep your personal information. This includes things like your:



- name



- email address



- anything you send us about your photograph. This might be forms or letters

Who can see your personal information:



Photoworks

- our staff and people who work for us



- third parties



- Historic England staff and third parties who work with Historic England



We will all follow the law about looking after your information.



Our privacy policy tells you more about how we look after your information.

If someone contacts you about your photograph

You must tell us straightaway if:



- someone asks you for a copy of your photograph



- someone asks you for other information about your photograph. This might be the names of anyone who is in your photograph



- someone asks you to change or delete your photograph



- someone is unhappy about your photograph

You must tell us straightaway if:



- you are contacted by the **Information Commissioner's Office**. This is called the **ICO** for short.

The ICO check that organisations look after information in the right way.



- the law says you need to share your personal information



- you lose your photograph or information about your photograph



If any of these things happen, we might ask you for more information. You might need to help us look into it.

Contact us



If you have any questions or for more information you can email us:

Picturinghighstreets@historicengland.org.uk