



Real stories start with a real yes.

Every photo, film and interview we make starts with informed consent. This pack holds the forms every TrueStory Africa crew carries on every assignment.

FORM	NAME	USE IT WHEN
CF-01	Adult consent & release	Anyone 18 or older is photographed, filmed, recorded or interviewed as a subject of the story.
CF-02	Parent / guardian consent for a child	Anyone under 18 is a subject. Signed by a parent or legal guardian, with the child's own agreement.
CF-03	Location & property release	Filming inside a home, school, health facility, business or other private or institutional premises.
CF-04	On-camera consent script	Recording consent on video when a written form is not practical. Never the only consent for children.
CF-05	Event photography notice	Conferences, launches and public events: display at entrances and registration.
CF-06	Consent register	One log per project, listing every form collected.

Golden rules for the crew

1. Explain first, in the person's language. Read the form aloud if needed.
2. No means no. Refusing must never affect any service a person receives.
3. Under 18: parent or guardian signs, and the child must also agree.
4. Never promise payment, aid or benefits in exchange for consent.
5. Sensitive situations (survivors of violence, health status, refugees, conflict): hide identity by default and consult the project lead.
6. Children: first name and age only; never full name with exact location.
7. Photograph or scan every signed form the same day. Store with the project files.
8. If someone withdraws consent, stop using the content and tell the project lead.

These forms are drafts prepared for TrueStory Africa. Before use, have them reviewed by a Rwandan lawyer against Law N° 058/2021 on the protection of personal data and privacy, and have the Kinyarwanda text checked by a native-speaking editor. Partners (e.g. UN agencies) may require their own forms in addition.



Adult consent & release

Uruhushya rw'umuntu mukuru

Photo · video · audio · story / Ifoto · amashusho · amajwi · inkuru

ABOUT THIS PROJECT / IBYEREKEYE UYU MUSHINGA

What we are making / Ibyo turimo gukora

For which organisation / Bigenewe ikigo

Where it will be shown / Aho bizagaragazwa

TrueStory team member / Umukozi wa TrueStory

YOUR CONSENT / URUHUSHYA RWAWE

I agree that TrueStory Africa may photograph, film, record and interview me, and use my image, voice and story as described on this form.

Nemeye ko TrueStory Africa imfotora, ifata amashusho n'amajwi yanjye kandi ikambaza, ikanakoresha isura yanjye, ijwi ryanjye n'inkuru yanjye nk'uko bisobanuwe muri iyi nyandiko.

I UNDERSTAND THAT / NSOBANUKIWE KO

- The purpose of this work and who will see it were explained to me.
- I can say no. Saying no will not affect any service or support I receive.
- I will not be paid, and nothing was promised to me in return.
- I can stop the interview or filming at any time.
- I can withdraw my consent later by contacting TrueStory Africa. Content already published or shared may not be fully removable.
- My personal details will be kept securely and used only for this purpose.

- Nasobanuriwe impamvu y'iki gikorwa n'abazakibona.
- Nshobora kwanga. Kwanga ntibizagira ingaruka ku serivisi cyangwa ubufasha mpabwa.
- Nta mafaranga nzahabwa, kandi nta kintu nasezeranyijwe mu kubyemera.
- Nshobora guhagarika ikiganiro cyangwa ifatwa ry'amashusho igihe icyo ari cyo cyose.
- Nshobora kwisubiraho nyuma mvuganye na TrueStory Africa. Ibyamaze gutangazwa cyangwa gusangizwa bishobora kutavanwaho burundu.
- Amakuru yanjye bwite azabikwa neza kandi akoreshwe gusa kuri iyi mpamvu.

HOW MY IMAGE AND STORY MAY BE USED (TICK ALL THAT APPLY) / UKO ISURA N'INKURU YANJYE BIZAKORESHA (HIT AMO)

- ☐ Reports and publications / Raporo n'inyandiko
- ☐ Films and videos / Filime n'amashusho
- ☐ Events, exhibitions and presentations / Ibirori, imurikabikorwa n'ibiganiro

- ☐ Websites and social media / Imbuga za internet n'imbuga nkoranyambaga
- ☐ Press and media / Itangazamakuru
- ☐ The partner organisation named above / Ikigo cy'umufatanyabikorwa kivuzwe haruguru



Adult consent & release (continued)

Uruhushya rw'umuntu mukuru (bikomeje)

MY NAME AND IDENTITY / IZINA RYANJYE N'UMWIRONDORO

- ☐ Use my full name / Mukoreshe amazina yanjye yose
☐ Use my first name only / Mukoreshe izina rimwe gusa
☐ Do not use my name / Ntimukoreshe izina ryanjye

- ☐ Show my face / Mugaragaze isura yanjye
☐ Do not show my face / Ntimugaragaze isura yanjye
☐ Do not show where I live / Ntimugaragaze aho ntuye

PERIOD OF USE / IGIHE BIZAKORESHWA

- ☐ Until I withdraw consent / Kugeza igihe nzisubiraho

- ☐ Only until: ____ / ____ / ____ / Kugeza ku itariki: ____ / ____ / ____

LANGUAGE / URURIMI

- ☐ This form was read and explained to me in Kinyarwanda
☐ English ☐ Other: _____

- ☐ Iyi nyandiko nasomewe kandi nsobanurirwa mu Kinyarwanda ☐ Icyongereza ☐ Urundi: _____

PERSON GIVING CONSENT / UTANGA URUHUSHYA

Full name / Amazina yose

Phone / Telefoni

District · Sector / Akarere · Umurenge

Date / Itariki

Signature or thumbprint / Umukono cyangwa igikumwe

Age / Imyaka

WITNESS (IF THE PERSON CANNOT READ OR WRITE) / UMUHAMYA (NIBA UTANGA URUHUSHYA ADASHOBORA GUSOMA CYANGWA KWANDIKA)

I confirm this form was read aloud and explained, and the person agreed freely.

Nemeza ko iyi nyandiko yasomwe mu ijwi riranguruye igasobanurwa, kandi ko uwatanze uruhushya yabyemeye ku bushake.

Witness name / Amazina y'umuhamya

Signature / Umukono

TRUESTORY AFRICA / TRUESTORY AFRICA

Team member name / Amazina

Role / Inshingano

Signature / Umukono

Date / Itariki

To withdraw consent or ask a question / Kwisubiraho cyangwa kubaza: hello@truestoryafrica.com · +250 780 355 911 · TrueStory Africa, Kigali, Rwanda. Keep a photo of this form / Bika ifoto y'iyi nyandiko.



Parent / guardian consent for a child

Uruhushya rw'umubyeyi cyangwa umurera ku mwana

For anyone under 18 / Ku mwana uri muni y'umyaka 18

ABOUT THIS PROJECT / IBYEREKEYE UYU MUSHINGA

What we are making / Ibyo turimo gukora

For which organisation / Bigenewe ikigo

Where it will be shown / Aho bizagarazwa

TrueStory team member / Umukozi wa TrueStory

THE CHILD / UMWANA

Child's first name / Izina ry'umwana

Age / Imyaka

School or place / Ishuri cyangwa aho aherereye

Relationship to signer / Isano n'usinye

PARENT OR GUARDIAN CONSENT / URUHUSHYA RW'UMUBYEYI CYANGWA UMURERA

I am the parent or legal guardian of the child named above. I agree that TrueStory Africa may photograph, film, record and interview my child, and use their image, voice and story as described on this form.

Ndi umubyeyi cyangwa umurera wemewe n'amategako w'umwana uvuzwe haruguru. Nemeye ko TrueStory Africa ifotora umwana wanjye, ikamufata amashusho n'amajwi kandi ikamubaza, ikanakoresha isura ye, ijwi rye n'inkuru ye nk'uko bisobanuwe muri iyi nyandiko.

TRUESTORY AFRICA PROMISES / TRUESTORY AFRICA YIYEMEJE

- Your child will be named by first name and age only. We will never publish their full name with where they live or go to school.
 - We will never show your child in a way that could shame, embarrass or put them at risk.
 - An adult you trust will be present during filming or interviews.
 - Your child can stop at any time, even if you have agreed.
 - Saying no will not affect any service or support your family receives. No payment is offered.
 - You can withdraw consent later by contacting us. Content already published may not be fully removable.
- Umwana wawe azavugwa mu izina rimwe n'umyaka gusa. Ntituzigera dutangaza amazina ye yose hamwe n'aho atuye cyangwa ishuri yigaho.
 - Ntituzigera tugaragaza umwana wawe mu buryo bwamutera isoni cyangwa bwamushyira mu kaga.
 - Umuntu mukuru wizeye azaba ahari igihe cyo kumufata amashusho cyangwa kumubaza.
 - Umwana wawe ashobora guhagarika igihe icyo ari cyo cyose, n'iyi waba warabyemeye.
 - Kwanga ntibizagira ingaruka ku serivisi cyangwa ubufasha umuryango wawe uhabwa. Nta mafaranga atangwa.
 - Ushobora kwisubiraho nyuma uvuganye natwe. Ibyamaze gutangazwa bishobora kutavanwaho burundu.

HOW IT MAY BE USED (TICK) / UKO BIZAKORESHWA (HIT AMO)

☐ Reports and publications / Raporo n'inyandiko

☐ Websites and social media / Imbuga za internet n'imbuga nkoranyambaga

☐ Films and videos / Filime n'amashusho

☐ Press and media / Itangazamakuru

☐ Show face / Mugaragaze isura

☐ Do not show face / Ntimugaragaze isura



Parent / guardian consent for a child (continued)

Uruhushya ku mwana (bikomeje)

THE CHILD'S OWN AGREEMENT / UKWEMERA K'UMWANA UBWE

To be completed by the TrueStory team member after explaining the activity to the child in words they understand.

Byuzuzwa n'umukozi wa TrueStory nyuma yo gusobanurira umwana igikorwa mu magambo yumva.

☐ The child agreed / Umwana yabyemeye

☐ The child did not agree: do not film / Umwana ntiyabyemeye: ntimumufate amashusho

Script: "We would like to take your photo and hear your story, to show [what]. You can say no, and you can stop whenever you want. Is that okay with you?"

Icyo kuvuga: "Twifuzaga kugufotora no kumva inkuru yawe, kugira ngo twereke [iki]. Ushobora kwanga, kandi ushobora guhagarika igihe ushakiye. Urabyemera?"

Child's name or mark (optional) / Izina cyangwa ikimenyetso cy'umwana (bitari ngombwa)

Date / Itariki

LANGUAGE / URURIMI

This form was read and explained to me in ☐ Kinyarwanda
☐ English ☐ Other: _____

Iyi nyandiko nasomewe kandi nsobanurirwa mu ☐
Kinyarwanda ☐ Icyongereza ☐ Urundi: _____

PARENT OR LEGAL GUARDIAN / UMUBYEYI CYANGWA UMURERA

Full name / Amazina yose

Phone / Telefoni

District · Sector / Akarere · Umurenge

Date / Itariki

Signature or thumbprint / Umukono cyangwa igikumwe

ID number (optional) / Numero y'indangamuntu (bitari ngombwa)

WITNESS (IF THE PARENT CANNOT READ OR WRITE) / UMUHAMYA (NIBA UMUBYEYI ADASHOBORA GUSOMA CYANGWA KWANDIKA)

Witness name / Amazina y'umuhamya

Signature / Umukono

TRUESTORY AFRICA / TRUESTORY AFRICA

Team member name / Amazina

Signature / Umukono

Adult present during filming / Umuntu mukuru wari uhari

Date / Itariki

Safeguarding: if you see or hear anything that suggests a child is at risk, stop and report to the project lead the same day. Questions or withdrawal / Ibibazo cyangwa kwisubiraho: hello@truestoryafrica.com · +250 780 355 911.



Location & property release

Uruhushya rwo gufatira amashusho ahantu

LOCATION / AHANTU

Name of place / Izina ry'ahantu

Type (home, school, clinic, office) / Ubwoko (urugo, ishuri, ivuriro, ibiro)

District · Sector · Cell / Akarere · Umurenge · Akagari

Areas we may film / Ahemerewe gufatirwa amashusho

Date(s) / Itariki

Time / Isaha

PERMISSION / URUHUSHYA

As the owner, or the person authorised to act for the owner or institution, I allow TrueStory Africa and its crew to enter, photograph, film and record at the location above on the dates shown, and to use the resulting content as described on the project's consent forms.

Nk'umuyobozi cyangwa nyir'aho hantu, cyangwa uwahawe ububasha bwo kuhavugira, nemereye TrueStory Africa n'itsinda ryayo kwinjira, gufotora, gufata amashusho n'amajwi ahavuzwe haruguru ku matariki yagaragajwe, no gukoresha ibizavamo nk'uko bisobanuwe mu nyandiko z'uruhushya z'umushinga.

CONDITIONS / AMABWIRIZA

- People at the location are filmed only with their own consent (forms CF-01 / CF-02).
- Confidential documents, screens, patient records and security details will not be filmed or will be blurred.
- The crew will follow the location's rules and leave it as they found it.
- No fee is paid unless agreed in writing.

- Abantu bahari bafatwa amashusho ari uko babyemeye (inyandiko CF-01 / CF-02).
- Inyandiko z'ibanga, za mudasobwa, amadosiye y'abarwayi n'iby'umutekano ntibizafatwa cyangwa bizahishwa.
- Itsinda rizubahiriza amabwiriza y'aho hantu kandi rihase uko ryahasanze.
- Nta mafaranga yishyurwa keretse byumvikanyweho mu nyandiko.

Special conditions / Andi mabwiriza

OWNER OR AUTHORISED PERSON / NYIR'AHANTU CYANGWA UWAHawe UBUBASHA

Full name / Amazina yose

Position / Umwanya

Institution / Ikigo

Phone / Telefoni

Signature and stamp / Umukono na kashe

Date / Itariki

TRUESTORY AFRICA / TRUESTORY AFRICA

Team member name / Amazina

Signature / Umukono



On-camera consent script

Uburyo bwo kwaka uruhushya kuri kamera

Record at the start of the interview, in one continuous take / Bifatwa mbere y'ikiganiro, bidahagaritswe

1 • CREW SAYS / 1 • UMUKOZI AVUGA

"My name is _____ from TrueStory Africa. We are making a [film / photo story] about _____ for _____. It will be shown on _____."

"We would like to film you and use your words and your image. You do not have to agree. Saying no will not affect any help or service you receive. You will not be paid. You can stop at any time, and you can contact us later if you change your mind."

"Do you have any questions? How would you like to be named: full name, first name only, or no name?"

"Nitwa _____, nkorera TrueStory Africa. Turimo gukora [filime / inkuru mu mafoto] ku bijyanye na _____ tugenewe _____. Bizagaragazwa kuri _____."

"Twifuzaga kugufata amashusho no gukoresha amagambo yawe n'isura yawe. Ntibiri ngombwa ko ubyemera. Kwanga ntibizagira ingaruka ku bufasha cyangwa serivisi uhabwa. Nta mafaranga uzahabwa. Ushobora guhagarika igihe icyo ari cyo cyose, kandi ushobora kutwandikira nyuma niwisubiraho."

"Hari ikibazo ufite? Wifuza ko tukwita gute: amazina yose, izina rimwe, cyangwa nta zina?"

2 • PERSON SAYS / 2 • UTANGA URUHUSHYA AVUGA

"My name is _____. Today is [date]. I understand, and I agree to be filmed and for my story to be used."

"Nitwa _____. Uyu munsi ni [itariki]. Ndabyumva, kandi nemeye gufatwa amashusho no gukoresha inkuru yanjye."

3 • CREW NOTES / 3 • IBYANDIKWA N'UMUKOZI

Clip / file name / Izina rya dosiye

Date & place / Itariki n'ahantu

Naming choice / Uko yifuza kwitwa

Team member / Umukozi

Rules. Use on-camera consent only when a written form is not practical, and follow up with CF-01 where possible. For anyone under 18, CF-02 signed by a parent or guardian is always required: on-camera consent alone is never enough. Save the consent clip with the interview files and log it in CF-06.



Photography and filming in progress.

Hari gufatwa amafoto n'amashusho.

TrueStory Africa is documenting this event for [organiser]. By attending, you may appear in photos and videos used in reports, websites, social media and the press.

TrueStory Africa irimo gufata amafoto n'amashusho y'iki gikorwa igenewe [uwateguye]. Kubera ko uri hano, ushobora kugaragara mu mafoto n'amashusho azakoreshwa muri raporo, ku mbuga za internet, ku mbuga nkoranyambaga no mu itangazamakuru.

Prefer not to be photographed? Tell our team, or ask for a red sticker at registration.

Ntushaka gufotorwa? Bwira itsinda ryacu, cyangwa usabe akamenyetso gatukura aho biyandikishiriza.



Igitabo cy'impushya

Dates / Amatariki

[illegible]

09