# PHOTOGRAPH / FILMING / INTERVIEW CONSENT FORM



This is a consent form for photos, film or voice recording for the activities below.

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Event				
FVANT				
LVCIIC				

and duration if applicable					
Date / / /		Address			
Name					
(for whom you are the parent / g	r name and/or children's names): guardian) at the event set out above	Littali.			
You confirm that Oxford Un The 'Activities'		or voice recording for the following activities and purpose: uploading, copying, sharing on social media			
The 'Purpose'	Use for printed and online materials for Oxford University (including publications, reports, promotional material, websites and social media)  insert any other specific purposes				
store the photograph and	ograph/recording for as long as ne	ersity's photographic libraries and databases; and			
with the Data Protection P	rivacy Notice (see back for more d ned by and construed in accordance	our contact details and any related personal data in accordance details). ce with English law and the University and you submit to the			
Please sign		print name:			
to confirm you have accepted an Date: / / / / / / / / / / / / / / / / / / /	d agreed (or parent/guardian's name	e if the individual is under 13 years of age or is a vulnerable adult;			
STORED IMAGE NO (S):					



# **Data Protection Privacy Notice**

In the course of completing this Consent Form, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the Data Protection Act 2018 and the General Data Protection Regulation as implemented into UK law and associated date protection legislation.

### How we use your data

We will use your data for the Purposes as set out in this Consent Form. We are processing your data for these purposes only because you have given us your consent to do so, by signing this Consent Form.

You can withdraw your consent at any time by contacting us at the address set out below. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

#### Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above

We may share your data with companies who provide services to us, such as for printing, web hosting, asset and social media management, and, if applicable:

any other specific purpose

These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We may also share your data with the following organisations for the reasons indicated:

any specific organisations with reasons for sharing

Where we share your data with a third party, we will seek to share the minimum amount necessary.

## Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

#### Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available at www.ox.ac.uk/privacy-policy.

#### Where we store and use your data

We store and use your data on University premises, in both a manual and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when we communicate with you using a cloud based service provider that operates outside the EEA such as Survey Monkey, MailChimp, Eventbrite, Wufoo, Facebook, Instagram, Twitter etc, and/or:

if applicable	
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Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

#### Your rights

You have the right to:

- request access to your data (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- request erasure of your data. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- object to the processing of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- request that the processing of your data is restricted. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- request the transfer of your data to another party

Further information on these rights is available from the Information Commissioner's Office (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

Depending on the circumstances and the nature of your request, it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

#### Contac

If you wish to raise any queries or concerns about our use of your data, please contact us at:

college/department name
address
post code
email