

**PHOTOGRAPHY / DIGITAL MEDIA**

**CONSENT FORM**

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| --- | --- |
| For office use only | Date of photograph: |
| Location: | Staffed by (photographer and / or Imperial staff member: |

The organisers would like to take photographs and / or digital media of today’s activity;

Any photographs, film footage or audio recordings taken for the College will be stored securely*1*and in accordance with the College’s retention policy *2*. Any form of digital media and / or photographs may appear in Imperial College London publicity materials on the web, in printed publications or in other forms of official social media (such as, YouTube, Facebook and Twitter).

You have the right to request that yours or your child’s photo be removed from the digital server and from any unprinted / unpublished publicity material on the web by contacting [photography@imperial.ac.uk](mailto:photography@imperial.ac.uk)

**“I give consent for Imperial College London to take/use photographs as described above of me and/or my child” (if applicable)** - Please circle an appropriate response.

**YES NO**

**“I give consent for my name / child’s name to be published with the image” (if applicable)** - Please circle an appropriate response.

**YES NO**

To find out more regarding data protection and your rights please visit www.imperial.ac.uk/data-protection. If you require further information about the uses of photography please contact the organiser(s) at any time: Email: XXXXXXXXX @imperial.ac.uk / Telephone: XXXXXXXXXX

|  |  |
| --- | --- |
| **Name of Participant:** | **………………………………………………………………………………** |
| **Signature of Participant**  **(if aged 13 or over)** | **………………………………………………………………………………** |
| **Email (optional)**  **(parent/guardian or 13+)** | **………………………………………………………………………………** |
| **IF SUBJECT IS UNDER 13, SIGNATURE OF PARENT / GUARDIAN IS REQUIRED** | |
| **Name of Parent/Guardian:** | **………………………………………………………………………………** |
| **Signature (Parent/Guardian):** | **………………………………………………………………………………** |
| **Date Completed** | **………………………………………………………………………………** |

*1Our photography is stored in the College’s Asset Library, a resource that is managed by Communications and Public Affairs, as well as in secured electronic storage on the College network.*

*2To view the Retention Schedule please visit* [*https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf)