

**Filming, photographic, sound recording and text release form**

UHI North, West and Hebrides may wish to use photographs, film, sound recordings, case study information or text supplied by you relating to your studies or your time at college in a variety of ways to promote the work of the college. For example, these could be reproduced in our prospectus, leaflets, newspaper adverts and editorial, display boards, college website, social media, digital presentation or audio visual/film. In addition, we may add your name and the title of your course to these images or quotes.

This data may be taken/collected at various points during your studies at UHI North, West and Hebrides e.g. during lectures or classes, in a café area, on the grounds of the college, or during special events or activities which have been organised by the college but which are not on our premises e.g. expeditions or sector/industry visits. We will always let you know either verbally, in writing or by the use of notices that we are taking photos/film/sound recordings/written text and you will have the opportunity not to be photographed/recorded.

Your data will be retained by us for 5 years after the date of your consent at which point it will be erased from our files. If we deem your photograph, film, sound recording, case study or text supplied by you to be of archival value because it pertains to a key/historical event, we may retain it for longer than this period.

We may wish to contact you to request updates to your data, or to request an extension to the period of your consent after you have completed your studies. If you are happy for us to do so please provide your personal email and/or mobile number so that if you leave your studies we can still get in contact with you.

We will accommodate your preferences and you are free to withdraw or update your consent preferences at any time. Please be aware that although you have the right to withdraw consent at any time, including consent to use your image and text attributed to you in future publications, we cannot recall publications or materials or films in which content has already been used with your consent.

Images, film, sound and text attributed to you shared on websites, social media platforms and in promotional materials will be in general circulation. Although we can remove material from our own channels and social media pages, photographs may already have been shared by other users.

The material will be the copyright of UHI North, West and Hebrides if used as is or in conjunction with other material(s), as part of a composite production. These materials will be securely stored and disposed of in line with our retention policy and in accordance with the requirements of the Data Protection Act. No payment will be made for the publication of any photograph.

The personal information provided on this form will be used for the purpose of administering the use of film, photo, sound recording and text that we have created featuring you or that you have provided. [Please see our Privacy Notice for further information](https://www.nwh.uhi.ac.uk/en/t4-media/one-web/nwh/documents/policies-and-procedures/UHI-NWH-DataProtectionPolicy.pdf).

**PLEASE COMPLETE THE FORM OVERLEAF**

**You must read and understand the privacy notice and following consent statement before signing to give consent:**

*I (the undersigned) have read and understand the privacy notice, including the ‘international transfer’ sections. I understand the risks associated with any proposed international transfer and that data may be made available worldwide online and in hard copy for promotional purposes.*

I hereby give UHI North, West and Hebrides the right to use (tick where consent is given):

* **Photograph (s) of myself**
* **Video recordings of myself**
* **Sound recording (s) of myself**
* **Text attributed to me**

**☐ Materials produced during my course**

* **I do not give permission**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full name e.g. on college records (in capitals):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name to be used in public:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pronouns (He/She/They/Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course title (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**For attention of college staff**

On receipt of completed form:

* please ensure forms are fully completed and legible.
* scan form(s) and email copies to [marketing.nwh@uhi.ac.uk](mailto:marketing.nwh@uhi.ac.uk) with subject title GDPR Permission Forms.
* Marketing will acknowledge receipt, original copies should be disposed of in confidential waste at this point.