



# General Consent Form

## Permission to use photographs and film footage:

- **Use of photographs**

These photographs / this film footage will be used solely to promote the activities of Edinburgh Napier University and our partner organisations in the UK and overseas. Your images may appear in any of our promotional material in printed or electronic form including web sites, social media, in multimedia productions, course leaflets and prospectus. Please note that websites can be seen worldwide and not just in the UK where UK law applies.

- **Data Protection legislation**

To comply with Data Protection legislation, we need your permission before we take any photographs or film footage of you. We will normally store photographs securely in our image library for no longer than five years; however, your photograph or film footage may be selected for inclusion in our historical archive and be retained indefinitely. There may be times during this period when we contact you to ask you to refresh your consent e.g. if your image is scheduled to appear in a major campaign. You can contact us using the details at the end of this form to request removal of photos at any time, but please note that in certain circumstances we may not be able immediately to erase or delete images or footage already published. Further information on your rights under DP legislation can be obtained from the University's Data Protection Code of Practice.

- **Consent**

I consent to the use of my images for the purposes and uses outlined above and in accordance with the terms of current Data Protection legislation (2018).

I understand that where group photos are to be taken my verbal consent will be sought and recorded after I have read this form.

<b>Name</b>
<b>Email address or phone no.</b>
<b>Course and year</b>
<b>Any other info</b>

**For further information please contact:**