



# FILMING AND PHOTOGRAPHY

A film and /or photography team will be recording today's event.  
This may include the use of flash lighting.  
All aspects of the event will be covered and it is possible you may appear in some footage.  
If you do not wish to be in film or photos please inform the film / photography team or a member of staff.

## Our use of photographs, film and words

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

## Data Protection legislation

We will normally store photographs and film securely in our image library for no longer than five years, however your photograph / film / words and quotes may be selected for inclusion in our historical archive and be retained indefinitely (for historical record, not for marketing and promotional purposes). There may be times during the five year period when we contact you to ask you to refresh your consent e.g. if your image / film / words and quotes are chosen to appear in a major campaign. You can contact us using the details at the end of this form to request removal of content at any time, but please note that in certain circumstances we may not be able to immediately erase or delete content already published.

Further information on your rights under Data Protection legislation can be obtained from the University's Data Protection Code of Practice.

<https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/CodeofPractice/Pages/default.aspx>

For further information, please contact the event organiser: