

**This form is to be completed by individuals being asked to participate in the production of University video, audio or photographic work.**

I consent to the capture of:

☐ Still images (photographs)

☐ Moving images (film/video)

☐ Audio recordings

I accept that the subsequent use may be in a number of media, including but not limited to print, digital, online and electronic use by Edge Hill University (the 'University') and/or by agents authorised by the University.

I hereby grant the University a licence to use material(s) contributed by me for education and/or marketing purposes via web-based and other digital/print methods. In the event that any materials supplied by me contain the work of third-party individuals or organisations, I understand that it is my responsibility to secure the relevant permissions and/or licences which will allow me to grant such a licence. The University will not be held responsible for any individual's failure to obtain copyright clearance prior to completion of this form.

Please complete the following using BLOCK CAPITALS

Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Course/area of study: \_\_\_\_\_  
(if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by a parent/guardian if under 16 years of age.

### Data protection notice

The University will process this personal data in the making of images(s) and/or recording(s) available for us for educational and/or marketing purposes in appropriate file formats via web-based and/or other digital and/or print methods.

By agreeing to allow us to use this material you understand that:

- Editing may be required by the University or by agents authorised by the University for quality or technical purposes;
- Edited subsections may be used in other University materials for purposes stated above;
- The image(s) and/or recording(s) will be stored securely in appropriate file formats on servers belonging to the University and/or its authorised agents.

Edge Hill University is committed to processing information in accordance with the Data Protection Act (1998). The personal data collected on this form will be held securely, kept according to JISC record retention guidelines and will only be used for administrative purposes.

If you have any queries about this form or wish to update your personal details please contact Corporate Communications via **visual-marketing@edgehill.ac.uk** in the first instance.

Please send all completed forms to the Visual Marketing Officer, JD20, Main Building.

**For official use:** Edge Hill University staff to complete this section using BLOCK CAPITALS

Project Name: \_\_\_\_\_ Project lead: \_\_\_\_\_

Department: \_\_\_\_\_ Contact details: \_\_\_\_\_