

PHOTOGRAPH / FILMING / INTERVIEW CONSENT FORM

This is a consent form for photos, film or voice recording for the activities below.



Event

Trinity Freshers Arrival

Date

/ /

Address

Name

agrees that Trinity College Oxford can photograph,
film or record the voice of (your name and/or children's names):

(for whom you are the parent / guardian) at the event set out above.

Post code:

Tel:

Email:

You confirm that Trinity College can use your photo, film or voice recording for the following activities and purpose:

The 'Activities'	Posting online, storing, saving, uploading, copying, sharing on social media insert any other specific activities
The 'Purpose'	Use for printed and online materials for Trinity College (including publications, reports, promotional material, websites and social media insert any other specific purposes

You confirm that Trinity College can:

- store copies of any photograph/recording for as long as necessary to fulfil the Purpose;
- store the photograph and your contact details in the College's photographic libraries and databases; and
- store your contact details on its databases for the purpose of contacting you if necessary.

1. The College will process the photograph/recording and your contact details and any related personal data in accordance with the Data Protection Privacy Notice (see back for more details).
2. This consent form is governed by and construed in accordance with English law and the College and you submit to the exclusive jurisdiction of the English courts.

Please sign

print name:

to confirm you have accepted and agreed (or parent/guardian's name if the individual is under 13 years of age or is a vulnerable adult)

Date:

/ /

DESCRIPTION OF PHOTO(S) / RECORDING:

EVENT REFERENCE NO:

STORED IMAGE NO (S):

Data Protection Privacy Notice

In the course of completing this Consent Form, you have provided information about yourself ('personal data'). We (Trinity College, Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data for the Purposes as set out in this Consent Form. We are processing your data for these purposes only because you have given us your consent to do so, by signing this Consent Form.

You can withdraw your consent at any time by contacting us at the address set out below. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We may share your data with companies who provide services to us, such as for printing, web hosting, asset management and, if applicable:

These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

We may also share your data with the following organisations for the reasons indicated:

University of Oxford

Where we share your data with a third party, we will seek to share the minimum amount necessary.

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available at www.ox.ac.uk/privacy-policy.

Where we store and use your data

We store and use your data on University and College systems, in both manual and electronic form.

Where necessary for the purposes set out in this form, your data may be transferred to, or stored by, third-party service providers located outside the UK. This may happen, for example, where we use cloud-based services or third-party platforms for communications, event administration, surveys, mailing lists, file storage, media hosting, publication or similar College purposes.

We will only share your data with third parties where we are allowed or required to do so by law, or where the third party is an agent or service provider appointed by the College to enable us to operate effectively. Third-party service providers are required to take appropriate security measures to protect your personal data, and may only process it for specified purposes and in accordance with our instructions. We do not allow third-party service providers to use your personal data for their own purposes.

Any transfer of your data outside the UK will take place only where permitted under UK data protection law, including where:

- the destination country is covered by UK adequacy regulations;
- appropriate safeguards are in place, such as approved contractual clauses;
- the transfer is covered by another valid data protection framework or arrangement recognised under UK law; or
- an exception applies under UK data protection law.

Where we share your data with a third party, we will seek to share the minimum amount necessary for the relevant purpose.

Your rights

You have the right to:

- **request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **request correction of your data**. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **request erasure of your data**. This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **object to the processing of your data**, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **request that the processing of your data is restricted**. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **request the transfer of your data to another party**

Further information on these rights is available from the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

Depending on the circumstances and the nature of your request, it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop.

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at:

Communications Department
Trinity College, Oxford

Broad Street
Oxford

OX1 3BH

communications@trinity.ox.ac.uk