

# Model Release/ General Consent Form

## Permission to use photographs / video images

### Privacy Notice

In order to comply with data protection legislation, Borders College must have the express consent from all individuals featured in a photograph or video image for their image to be taken, and subsequently featured in the public domain or shared with key relevant partners.

Please provide the information requested below and give us your consent to use your photograph/video image in accordance with the purposes and conditions outlined below, and in full in the Borders College Model Release Procedure.

- Images will be kept for a maximum period of 5 years and after that time securely destroyed in line with our retention and disposal procedure for images
- The data collected below is used in order that we can evidence that you have given your permission to use your photograph/video image and locate the photograph/video image on our archival system
- Addresses will not be disclosed in detail, but we may state e.g. 'Andy Smith from Galashiels'
- You can withdraw your consent at any time. If you wish to withdraw consent you can email [marketing@borderscollege.ac.uk](mailto:marketing@borderscollege.ac.uk)

**You can find out more on our website:** <https://www.borderscollege.ac.uk/data-protection>

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By signing this form you are consenting to your photograph/video image being featured in the public domain by Borders College in the following ways:

- Borders College website and social media channels (including Facebook, Twitter, Instagram, YouTube, and LinkedIn)
- Borders College publications (including Prospectus, newsletters and/or promotional materials)
- Borders College display board promotions (including bus external advertising, train station advertising)

We may also, on occasion, share your photograph/video image with key relevant partners, including:

- Press (including regional newspapers, radio stations and TV broadcasters)
- Funding and Governmental Agencies (including Scottish Funding Council, Skills Development Scotland)
- Online news websites
- Scottish Borders and Lothians secondary schools
- Locally elected Councillors
- Regional MPs/MSPs

As an example, your image may appear, online or in print, in a local newspaper article or a college-wide promotional campaign.

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Please note that images used by the College and shared with partners for internet/social media purposes can be accessed by anyone anywhere in the world and the College can't control any re-use. If at any time you withdraw your consent to use images, please be aware that these may still be in circulation online.

**Are you happy for us to use your image across all of the potential mediums as listed or not at all?**

Yes  No

### Consent

**I understand that I am consenting to Borders College using my photograph/video image as detailed above.**

Your name: .....

Home Town: ..... Contact Telephone No: .....

Email address: .....

Signature: .....

**If you are Under 16 we require your parent/guardian's consent:**

Parent / Guardian signature: .....

Parent / Guardian Name: .....

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Photographer: .....

Shoot Date: ..... Subject: .....

File Location: .....

NOTES: .....

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