**Part 1 – Information Sheet**

**This should be completed by the project lead and provided to the individual when being asked to consent to their image being used in promotional materials/project work/research or learning materials by Northumbria University and/or its representatives.**

**Project/Campaign Title**

*Student Profile Content*

**Project/Campaign Description**

*We would like to gather information from our current students about the course they are studying and why they chose Northumbria and upload this content onto our website to help prospective students in their decision making process.*

**Why you have been asked to participate in the Project/ Campaign**

*We would like you to take part because you are a current student*

***Please note, you are under no obligation to provide consent, but unfortunately, if you do not, we will be unable to use you in this campaign.***

**Description of where the image/quotes will appear if you provide consent**

*Your student profile content will appear on:*

*Northumbria.ac.uk*

*Course page on our website*

*Northumbria Social Media accounts*

**How long will my image/quotes be used for?**

*Your content will be used for 3 years from being uploaded on the website*

**What if I change my mind?**

*Consent can be withdrawn at any time and if you contact us on the details below, the University will cease processing your image. Please note, if you later withdraw consent, the University will be unable to recall distributed/published materials and the withdrawal of consent will be applied to newly produced materials.*

\*\* University Data Protection Officer dp.officer@northumbria.ac.uk \*\*

**Part 2: This form should be completed by a member of Northumbria University staff and signed by individuals consenting to their image being used in promotional materials /project work/research or learning materials by Northumbria University and its representatives.**

Please read the sections below, then sign and date the form where shown. Any images taken, or any other information you provide will not be used for any other purpose.

|  |  |
| --- | --- |
| **Project/Campaign Title or Description** | Student Profile Content |
| **Northumbria Member of Staff** | Lindsey Hutchinson |
| **Department** | Marketing |
| **Email** | Lindsey.hutchinson@northumbria.ac.uk | **Phone** | 0191 227 4838 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Intended Publication(s)** | The University Website |[x]  Printed Publications  |[x]  Social Media |[x]
| Other (specify) |[ ]   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Consent is requested for the period specified** **here and will expire after this time.** | **From** | Date of content received | **To** | 3 years from date uploaded |

I can confirm that Northumbria University has provided me with an information sheet outlining the project/campaign that my image will be used for as described above. I consent to Northumbria University or their representative(s) processing my image for the purposes described above, in compliance with the principles of the GDPR, the Data Protection Act 2018 or any other Data Protection Legislation as relevant under UK law. I also agree to their storing of my contact details in case they need to contact me. I understand that I am consenting to my image transferring outside the European Economic Area (EEA) for the purposes described above. I understand that I can withdraw my consent at any time by contacting the University, at which point they will cease to use my image. I accept that copies of the image which have already been used or provided to third parties in printed media cannot be withdrawn from circulation.

|  |  |
| --- | --- |
| **Please tick here to confirm** |[ ]  **I also consent to my name being published along with the image(s)** |[ ]

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| --- |
| **If the person is under 16: I am the parent/legal guardian of the person photographed, and I am authorised to sign in place of the person photographed.** |[ ]

|  |  |
| --- | --- |
| **Name of person photographed** |  |
| **Name of signatory if different** |  |
| **Email Address** |  |
| **Signed** |  | **Date** |  |