**Media Consent Form**

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| **Competition Name** | **Time Capsule Poster competition** |
| **Competition co-ordinators** | Alice Lister and Emma McLean |
| **Date** | 19 August – 5 September 2022 (online) |

The organisers would like to take photographs and/or digital media for this competition. References to ‘my child’ mean the child you have parental/guardian responsibility for.

In some cases, we require parental/guardian consent to use your child’s name and design work for promotional purposes. Please read the **associated privacy notice at Appendix A** for important information about how you/your child’s data will be used and your rights under data protection legislation.

I consent to my child’s name and artwork to be used as part of the Competition by the SCILT/University of Strathclyde as detailed herein and as set out in the attached privacy notice.

**Intellectual Property (IP)**

I understand that, with the exception of performer’s and moral rights, any copyright which arises in the submission belongs to the University of Strathclyde and the images may be used by the University of Strathclyde for the purposes of promoting the Competition and Scotland’s National Centre for Languages (SCILT) at the University of Strathclyde. This may include conversion to digital format and the publication of the images on the SCILT website where it will be publicly accessible.

**Permissions and moral rights**

I give all the permissions you need from me, including waiver of any moral rights, to copy, exhibit, transmit and broadcast my contribution, including any images of my child’s work, for a period of five (5) years from signing in all countries of the world, by all means and in all media. I accept that you may cut and edit the contribution as necessary and use it on its own or as part of a larger production.

I agree to license all performance rights in the recording to the University of Strathclyde for promotional purposes for a period of five (5) years from signing.

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| **Name of Child**  |  |
| **Name of School** |  |
| **Name of parent/guardian (print)** |  |
| **Signature** |  |
| **Date**  |  |
| Any queries on copyright and other IPR can be sent to ictlegalcompliance@strath.ac.uk |

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| **Appendix A Privacy Notice –**

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| **Privacy Notice** |
| This privacy notice explains how the University of Strathclyde will use your child’s personal information and your rights under data protection legislation. It is important that you read this notice prior to providing your/your child’s information. |
| **Who we are** |
| The University of Strathclyde is the organisation responsible for your child’s personal data in terms of data protection legislation (the data controller). If you have any questions regarding the handling of your personal data, or your rights, please contact the University’s Data Protection Officer at dataprotection@strath.ac.uk. |
| **Information we collect and use about you** |
| The University may record images/footage/audio of your child as part of their participation in the Competition and collect the information provided by you on the Media Consent Form. |
| **Why we require this information and our lawful basis**  |
| Images of your child’s work will be used by the University of Strathclyde for the purposes of promoting the Competition and the University. This may include conversion to digital format and the publication of a recording on the SCILT website where it will be publicly accessible. The information provided on the Media Consent Form will be used for administrative purposes. The lawful basis for processing the information is consent.  |
| **Disclosing your information**  |
| Images will be made available on the SCILT website where it will be publicly accessible.  |
| **Transferring data internationally**  |
| Images on websites can be viewed throughout the world and not just in the United Kingdom and some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.  |
| **How long your information is retained**  |
| The University of Strathclyde will retain the images for a period of five years at which point they will be deleted from the University’s files. There may be exceptions, when some of them are passed to the University Archive Department to form part of a permanent record.  |

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| **Your rights**  |
| Under data protection legislation, you have a number of rights\* including the right to:* withdraw consent, at any time, where that is the lawful basis of our processing;
* access your personal data and obtain a copy, free of charge;
* rectify inaccuracies in personal data that we hold about you;
* erasure, that is have your details removed from systems that we use to process your personal data;
* restrict the processing in certain ways;
* obtain a portable copy of data you have given to us in a commonly used electronic form; and
* object to certain processing of your personal data by us.

**\*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.** Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.  |
| **Complaints** |
| If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner’s Office (<https://ico.org.uk/concerns/>). |