

**CONTRIBUTOR/INDIVIDUAL
CONSENT FORM**



**UNIVERSITY OF
CAMBRIDGE**

This form is used to record the written consent of the individual of whom an image or images feature in conventional and digital photographs and/or analogue or digital film and/or spoken word or voice is recorded in a separate or simultaneous sound recording.

EVENT/ACTIVITY/PROJECT TITLE: _____

DATE OF EVENT/ACTIVITY/PROJECT BEING PHOTOGRAPHED/FILMED/RECORDED: _____

NAME OF PHOTOGRAPHER or RECORDING PERSON/ORGANISATION and CONTACT DETAILS:

1. I hereby consent to the taking and use by the University of Cambridge ('the University') of photograph/s and/or video/film and/or sound recording/s (transcribed or otherwise) ('**recording/s**') of

me / my child* / the vulnerable adult in my legal charge [*delete as applicable*]**

at the above **EVENT/ACTIVITY/PROJECT** for the following **PURPOSE** -

to archive and promote University teaching and research activities in University print publications and on University restricted and unrestricted intranet/s and/or Internet website/s, including the University's main web pages and, as managed by the University's Office of External Affairs and Communications, delivery of the recording/s to the press, other media and organisations and on the Internet via, but not limited to, other Internet Service Providers such as Apple iTunes U and social networking websites such as YouTube and, if applicable,

for **OTHER PURPOSE/S** - Please state any limitations or restrictions to the above **PURPOSE** you may wish to place on University use of the recording/s or any further dissemination of the recording/s you wish to authorize: e.g. dissemination limited to a specific website and/or use; dissemination on a specific external organisation's website:
(details below / not applicable) [*delete as applicable*]

2. To be completed by presenters or participants in the photographed or filmed or recorded event or activity that may in their presentations or otherwise visibly show or use others' materials, e.g. a diagram from a text book in a PowerPoint presentation, the playing of a musical work in a filmed lecture:

I hereby identify the following materials by author, title of work and name of publisher that I intend to show or use in my presentation or participation in the recorded event or activity and have indicated the materials for which I have received permission to use (and for the University to use as required for the PURPOSE and/or, if applicable, OTHER PURPOSE/S in 1. above):

Please append additional page/s if required.

I hereby allow the University to delete third-party material from my presentation or participation in the photographed or recorded event or activity, which the University in its sole discretion believes has insufficient permissions or copyright clearance from rights holders.

- | | |
|----|---|
| * | For the purposes of this Individual Consent Form a 'child' is any person under the age of 16. |
| ** | For the purposes of this Individual Consent Form a 'vulnerable adult' is a person aged 16 or over whose ability to protect himself or herself from neglect, abuse or violence, is significantly impaired on account of disability, illness or otherwise. |

CONTRIBUTOR/INDIVIDUAL CONSENT FORM continued

3. I agree for the University to (a) store copies of the recording/s for the PURPOSE and/or, if applicable, OTHER/PURPOSE/S described above (b) store my contact details for the purpose of contacting me if necessary, and (c) transfer the recording/s and my contact details to a destination outside the European Economic Area (EEA) or store them at a destination outside the EEA for the purpose/s set out in (a) and (b). For the purpose of the UK Data Protection Act 1998, the 'Data Controller' for the processing of data collected by this Contributor/Individual Consent Form is the University of Cambridge, and the point of contact for subject access requests is the University Data Protection Officer (10 Peas Hill, Cambridge CB2 3PN, tel. 01223 339888, fax 01223 331200 E-mail: data.protection@admin.cam.ac.uk).

4. This Agreement and all questions of construction, validity and performance under this Agreement shall be governed by English law and subject to the exclusive jurisdiction of the English courts.

INDIVIDUAL'S NAME: _____

(and Parent/Guardian's name if the individual is under 16 years of age or is a vulnerable adult)

SIGNATURE: _____

(or Parent/Guardian's signature if the individual is under 16 years of age or is a vulnerable adult)

ADDRESS:

TELEPHONE/EMAIL:

DATE: