

Image/Audio/Case Study Consent Form

This Consent Form has been developed to secure the agreement of individuals (including NHSScotland staff) that the NHS may take and make available for wider use the following:

- photographs
- video footage (including stills and audio files)
- case study materials (text and images)

The individual agreeing to use must sign the consent section below to confirm their understanding and agreement to the terms and conditions listed.

Consent

To be completed by the individual, guardian or carer as appropriate: I consent to the use of my image and or statements by the NHS and agree with the terms and conditions *(stated on the following page)*:

- Name of Event / Project Attended:
- Date of Event:
- Name of individual, guardian or carer:
- Email address of individual, guardian or carer:
- Age of any children in image *(so image can be removed at age 12)*:

Physical description (approximate age /hair colour / clothing worn at event).

This information will be used to identify individuals in images and aid future removal if required:

I have read and understood the Terms and Conditions of the use of my personal data and I consent to the use of my image or video footage, including stills and audio files and/or case study materials (text and images)

Signature:

Date:

Terms and Conditions of Use

I understand that the materials I have consented to will be used in promoting the principles and practices of the National Health Service in Scotland. These materials will be primarily used by NHS Boards but may be made available to partner organisations such as Local Authorities and Non-Departmental Public Bodies. I understand that photographs and video stills taken of me may be added to the NHSScotland Photo Library for wider use.

For clarification purposes the use of the term 'materials' refers to any or all of the following:

- Text/articles/statements supplied by the individual
- Photographs
- Video footage
- Audio Files
- Video stills

I understand that the materials I have consented to may be used in a variety of formats and platforms including but not exclusive to; publications (both printed and online), leaflets, posters, presentations, advertising and web sites (including external social media websites). Distribution of these materials may be geographically diverse and I understand that the general public worldwide may see the materials. Both text and images may be edited to enable use in a variety of formats but this will not change the sentiment of the views expressed therein.

I am aware that materials will be held and hosted in the UK for only as long as is necessary for the purpose of the recording and I can ask for them to be removed at any time by contacting the relevant NHS Board Corporate Communications Department. Images of children will be removed once the individual reaches age 12. I understand that the NHS will delete materials on request, but it may not be possible to stop their use completely, and NHSScotland cannot be held responsible for any use of materials by third parties. I hereby give my informed consent for the materials to be used as set out above. I know I will not be paid for allowing the materials to be used and I am giving this consent freely and without any expectation of more or better treatment from the NHS because of it. Refusal to consent will in no way affect my clinical care and or employment terms.

Under the General Data Protection Regulations, I have Rights including the:

- Right to be informed of what my material will be used for
- Right of access to the material held
- Right to rectification if there are any errors in the information held
- Right of erasure – to withdraw consent.
- Right to lodge a complaint with the Information Commissioner's office: www.ico.org.uk

Data Controller for this material:

insert name of organisation and email address

Data Protection Officer:

insert name and email

Please send the completed form to:

insert name and email