

From mountain to sea

Aberdeenshire Council Photography and Video Recording - Individual Consent - Libraries

Aberdeenshire Council is required to obtain written consent for the use of photography and video recording to provide information on and publicise Aberdeenshire Council services or celebrate special events.

Please ensure you have read the attached Privacy Notice, which outlines how photography and video files will be stored and used by Aberdeenshire Council. Please ensure you agree to consent on this basis, by completing the form and sign and date it where shown.

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

Photographs and Videos may be used in the following Aberdeenshire Council communications:

- Aberdeenshire Council publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video
- Websites owned by Aberdeenshire Council
- Aberdeenshire Council internal intranet
- Aberdeenshire Council owned Social Media channels, e.g. Facebook, Twitter and Instagram, Google Plus

We may also send images to the news media and share with Aberdeenshire Council partners, including:

- Aberdeenshire Health and Social Care Partnership
- Aberdeen City Region Deal
- Invest Aberdeen
- National Schools Network (GLOW)
- Nestrans
- NHS Grampian
- Police Scotland
- Scottish Fire & Rescue
- Visit Aberdeenshire
- Visit Scotland



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- Scottish Library and Information Council
- Scottish Book Trust

Your information is being collected by Aberdeenshire Council:

The Legal Basis for collecting the information is:

Personal Data	
Consent (The data subject has given explicit consent to the processing)	X

Your information will be shared with the following recipients or categories of recipient:

Photography and Video Recordings

Photography and Video Recordings will be shared through Aberdeenshire Council communications channels outlined above as appropriate and stored in the following ways:

- Photography will be stored digitally in a central Image Library, which can be accessed by all networked Aberdeenshire Council employees. Photography requests are approved by Creative Services within Business Services. We do not keep photos for any longer than is necessary and we will dispose of them or get renewed permission after a period of five years. We may keep photographs for longer than this period if the images are of historical interest.
- Video recordings will be stored digitally within Aberdeenshire Council IT systems, shared where appropriate.

The retention period for the data is:

Data will be actively used in communications for up to 5 years. The data will be stored for archival purposes for up to 10 years by Aberdeenshire Council. Anything of historical interest will be transferred to Aberdeen City Archive Services after this period.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.



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Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

**Please complete the Photography and
Video Consent Form overleaf.**



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Event (Lead Officer coordinating photo/video opportunity or event to complete this section)

Event and location: **Shine a Light on Lockdown**

Photography/Video Recording reference: **[insert your name]**

Photographer/Videographer's name: **[insert your name]**

Date of photography: **[insert date photograph and footage captured]**

Expiry Date: Photography (maximum 5 years from date of photography)

Expiry Date Video: (as per length of proposed programme circulation)

Photography/Video Recording Release (Person(s) being photographed to complete this section)

- 'I consent to photographs/videos being used':
 - In all of the below
 - Only on social media
 - Only on Aberdeenshire Council websites
 - Only in internal channels (the corporate/school intranet)
 - Only by the news media
 - Only in corporate publications
 - Only in school printed communications
 - Only in school social media
 - By Aberdeenshire Council partners listed in the above Privacy Notice

Please type your name, address and contact telephone number in capitals (and your child's name if appropriate) below:

.....
.....
.....

I understand that I have the right to withdraw this consent at any time by contacting:

libraries@aberdeenshire.gov.uk

Name

Date

Signature (emailed response will be accepted as signature)