



From mountain to sea

Group Consent – Live Life Aberdeenshire Aberdeenshire Council Photography and Video Recording Consent

Aberdeenshire Council are 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, i.e. 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:

- Photographs will be stored in a central image library, which can be accessed by networked Aberdeenshire Libraries employees
- Video recordings will be stored digitally within an Aberdeenshire Council IT system, shared where appropriate by the Aberdeenshire Libraries Media Producer.

The retention period for the data is:

Part of the role of Aberdeenshire Libraries is to maintain an archive of the cultural heritage of Aberdeenshire for future generations to study and enjoy. This affects how we use and retain photographs and video.

- Photographs will be actively used in communications for up to five years. This can be extended if we secure renewed permission from you. We may keep photographs for longer than this period if the images are of historical interest. If not, the photographs will be disposed of.
- Video footage will be actively used for the length of the proposed programme or project circulation, as indicated on the consent form. This can be extended if we secure renewed permission from you. We may keep video footage for longer than this period if the video is of historical interest. If not, the video footage will be disposed of.

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;



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- 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/Name of Group: **Live Life Aberdeenshire – Shine a Light on Lockdown**

Photography/Video Recording reference:

Photographer/Videographer's name: Date of photography:
Expiry Date of Photography :
Expiry Date Video:

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

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

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

libraries@aberdeenshire.gov.uk

NAME	ADDRESS	CONTACT NUMBER/EMAIL ADDRESS	SIGNATURE

