

From mountain to sea

# Community Learning & Development (CLD)

## Education and Children's Services

### Photography and Video Recording

Aberdeenshire Council is required to obtain written consent for the use of photography and video recording to provide information on and publicise 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 CLD, and potentially Aberdeenshire Council's Corporate Communications Team. 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](mailto:dataprotection@aberdeenshire.gov.uk)

### Purposes

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

- Aberdeenshire Council publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video, for corporate use and/or CLD
- Websites owned by Aberdeenshire Council
- Aberdeenshire Council internal intranet
- Aberdeenshire Council corporate and service-led 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, only where we are running a partnership event or campaign, or to provide evidence of learning and progression. These partners include:

Aberdeenshire Health and Social Care Partnership, Aberdeen City Region Deal, Invest Aberdeen, National Schools Network (GLOW), Nestrans (the transport partnership for Aberdeen City and Shire), NHS Grampian, The Scottish Government, Police Scotland, Scottish Fire & Rescue, Visit Aberdeenshire, Visit Scotland, Youth Scotland, Scottish Qualification Authority, Education Scotland.



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The Legal Basis for collecting the information is Consent.

### **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 and videography led by CLD staff and/or council officers will be stored on encrypted council devices, secure Council networks, or Aberdeenshire Council's Microsoft Office cloud-based storage.

Photography led by our professional photographer or contracted freelance photographers will be stored digitally in an online Image Library, which can be accessed by all networked Aberdeenshire Council employees.

### **Retention**

We do not keep photos for any longer than is necessary and we will dispose of them after a period of five years, unless they are images of historical interest when they may be archived for a longer period. Anything of historical interest will be transferred to the Archive Service.

Please note that you have the following rights:

- to withdraw consent at any time;
- 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 object to processing;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

**Please complete the Photography and  
Video Consent Form attached**



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### Consent Form

For photography and/or videography taken by CLD staff and/or the Council’s Corporate Communications Team or contracted freelancer as appropriate.

Consent will cover the period of engagement with CLD services

The expiry date of the photography and/or videography will be five years from the date taken.

I consent to photographs/videos being used:

- In all of the below
- In CLD online & printed documents - for the purpose of evidencing learning and progression
- In Aberdeenshire Council publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video, for corporate use and/or CLD
- On websites owned by Aberdeenshire Council
- On Aberdeenshire Council internal intranet
- On Aberdeenshire Council corporate and service-led Social Media channels, i.e. Facebook, Twitter and Instagram, Google Plus
- By the news media
- By partner organisations listed in the above Privacy Notice
- For internal training purposes

Learner’s Name:

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Address:

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Contact telephone number:

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I understand that I have the right to withdraw this consent at any time by contacting:  
cldsupport@aberdeenshire.gov.uk

### Consent of Learner [Required for learners age 13 and over]:

Name	Date	Signature

Consent of parent/guardian [Required for learners under 13 years of age]:

Name	Date	Signature

Queries relating to Aberdeenshire Council’s online Image Library can be sent to:

[creativeservices@aberdeenshire.gov.uk](mailto:creativeservices@aberdeenshire.gov.uk)