

Consent form for film/video, audio & photography with notice of copyright

This form is to be completed by individuals being asked to participate in the production of University video, audio or photographic work.

Please send all completed forms to the Copyright and Compliance Officer, Room 220, Whiteknights House.

I consent to the capture of:

- still images (photographs)
- moving images (film/video)
- audio recordings

I accept that the subsequent use may be in a number of media, including but not limited to print, digital and electronic use by the University of Reading (the 'University') and/or by agents authorised by the University.

The University would like to make the image(s) and/or recording(s) available to the general public via the internet.

Please tick the box if you do **not** wish the image(s) and/or recordings to be made available to the public.

I hereby grant the University a licence to use material(s) contributed by me for educational and/or marketing purposes via web-based and other digital/print methods. In the event that any materials supplied by me contain the work of third-party individuals or organisations, I understand that it is my responsibility to secure the relevant permissions and/or licences which will allow me to grant such a licence. The University will not be held responsible for any individual's failure to obtain copyright clearance prior to completion of this form.

Please complete the following using BLOCK CAPITALS

Section 1 Project details

1.1 Project name

1.2 Project administrator

1.3 Department/unit name

Section 2 Person details

2.1 First name

2.2 Surname

2.3 Telephone

2.4 Email

Staff

Student

Other

Section 3 Signature

Signature

Date

The University will process this personal data in the making of the image(s) and/or recording(s) available for use for educational and/or marketing purposes in appropriate file formats via web-based and/or other digital and/or print methods.

I understand that:

- editing may be required by the University or by agents authorised by the University for quality or technical purposes;
- edited subsections may be used in other University materials for purposes stated above;
- the image(s) and/or recording(s) will be stored securely in appropriate file formats on servers belonging to the University and/or its authorised agents.

The University of Reading is committed to processing information in accordance with the Data Protection Act (DPA) 1998. The personal data collected on this form will be held securely, kept according to JISC record retention guidelines and will only be used for administrative purposes.

If you have any queries about this form or wish to update your personal details please contact the Information Management and Policy Services team at the University of Reading: imps@reading.ac.uk in the first instance.