

Creative Academy – Media Consent Form

Project Title: "TBA"

Managed by Creative Academy, Slough Borough Council

Participant Details

Full Name: _____

Date of Birth: _____

Address: _____

Phone Number: _____

Email: _____

Consent and Agreement

I give permission for Creative Academy (Slough Borough Council) to photograph and/or record video footage of me as part of the project titled "TBA."

I understand and agree that:

- The images and video footage may be used to promote Creative Academy and its arts projects, including "TBA," across various public platforms.
- This may include (but is not limited to): Social media channels (e.g., Instagram, Facebook, X/Twitter, TikTok) Websites operated by Creative Academy or Slough Borough Council
- Digital and print marketing materials
- Presentation to arts producers and funders for the purpose of promoting and supporting the project
- These materials may be viewed publicly, shared online, and archived for future promotional and educational use.
- I will not receive payment for the use of this media.
- I may withdraw consent in writing at any time (after August 2035) by contacting Creative Academy. However, I understand that it may not be possible to recall previously published material.

The Creative Academy welcomes publicity for the town, the course, University of West London, The Council for Dance, Drama & Musical Theatre and Slough Borough Council, which sometimes involves the media filming or taking photographs of the students.

These photographs/films will be stored in a photo library held by Creative Academy on a Slough Borough Council internal system, Instagram, Facebook, Tik Tok and WeTransfer or various social media platforms. During this time, they may be used by the Creative Academy and its partners for media and marketing purposes, such as films, magazines, newspapers, brochures, leaflets, posters, social networking, social media and electronic forms of communication. I give my permission for the photographs/film to be used for a minimum of ten years, (from the date of graduation) for the purposes of representing the Creative Academy and its partners.

After which this consent will continue until I write to Creative Academy to withdraw it (**recorded delivery**).

Consent

I give permission for the use of photographs and video footage as described above.

Signed: _____

Name (Print): _____

Date: _____

Data Protection Statement

At Creative Academy, we are committed to protecting the privacy and security of your personal data. This Data Protection Statement outlines how we collect, use, and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR).

1. Data Collection and Purpose:

We collect personal data for specific, explicit, and legitimate purposes. This may include information such as your name, email address, contact details, and any other information necessary to fulfill our contractual obligations or provide requested services.

2. Lawful Basis for Processing:

We process personal data based on one or more lawful bases as defined in the UK GDPR, including consent, contract performance, legal obligations, vital interests, public task, and legitimate interests. We ensure that the processing is fair, transparent, and proportionate to the purpose for which the data was collected.

3. Data Minimisation and Accuracy:

We only collect and retain personal data that is necessary for the intended purpose. We take reasonable steps to ensure that the information we hold is accurate, up-to-date, and relevant. You have the right to request access to, correction of, or deletion of your personal data held by us.

4. Data Security and Confidentiality:

We implement appropriate technical and organisational measures to protect your personal data against unauthorized access, disclosure, alteration, or destruction. We regularly review and update our security measures to ensure they remain effective and aligned with industry standards.

5. Third-Party Processing:

We may engage third-party service providers to assist with data processing activities, such as cloud storage or IT support. We ensure that any third parties processing personal data on our behalf comply with data protection regulations and provide sufficient guarantees regarding the security and confidentiality of your information.

6. Data Transfers:

If personal data is transferred to countries outside the European Economic Area (EEA), we ensure adequate safeguards are in place to protect your rights and freedoms in accordance with the UK GDPR.

7. Data Subject Rights:

You have certain rights regarding your personal data, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing. We respect these rights and will respond to any requests in a timely and lawful manner.

8. Data Breach Notification:

In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, we will notify the relevant supervisory authority and affected individuals without undue delay, in accordance with our legal obligations.

9. Contact Information:

If you have any questions, concerns, or requests regarding our data protection practices or this statement, please contact the Data Protection Officer at Slough Borough Council.

10. Updates to this Statement:

We may update this Data Protection Statement from time to time to reflect changes in our practices or legal requirements. Any updates (to this document) will be published on our website, and we encourage you to review this statement periodically for the latest information.

Data Protection on 'We-transfer' **Data Protection Impact Assessment (DPIA)**

1. Overview:

This DPIA assesses the data protection risks associated with the storage of videos and images using WeTransfer under the UK General Data Protection Regulation (UK GDPR). The purpose is to identify potential risks, evaluate their impact, and propose mitigating measures to ensure compliance with data protection regulations.

2. Data Processing Activities:

- Collection, storage, and transfer of videos and images via WeTransfer.
- Processing personal data such as names, email addresses, and potentially sensitive information depicted in the videos and images.

3. Data Protection Risks:

1. **Data Breach:** Unauthorised access or disclosure of videos and images during transfer or storage could lead to data breaches.
2. **Data Loss:** Inadequate security measures may result in the loss of data, compromising its integrity and availability.
3. **Third-Party Risks:** WeTransfer is a third-party service, and its security measures and compliance with GDPR may not be fully transparent or under our control.
4. **Sensitive Data Exposure:** Videos and images may contain sensitive personal information (however unlikely), risking exposure if not adequately protected.

4. Impact Assessment:

- **Likelihood:** The likelihood of data breaches and loss is low, considering the security measures in place and the nature of the data being transferred.
- **Severity:** The severity of potential breaches is high, as they could result in significant harm to individuals and damage to the organisation's reputation.

5. Mitigation Measures:

1. **Encryption:** All videos and images should be encrypted both in transit and at rest to prevent unauthorised access.
2. **Access Controls:** Implement strict access controls and authentication mechanisms to limit access to authorised personnel only.
3. **Data Minimisation:** Only collect and store data necessary for the intended purpose, reducing the risk associated with sensitive information.
4. **Vendor Due Diligence:** Conduct regular assessments of WeTransfer's security measures and compliance with GDPR to ensure alignment with data protection requirements.
5. **Data Retention Policy:** Establish a clear data retention policy to minimize the storage of unnecessary data and reduce the risk of exposure.

6. Conclusion:

This DPIA highlights the potential risks associated with the storage of videos and images using WeTransfer under the UK GDPR. By implementing the proposed mitigation measures, the organization can minimize these risks and ensure compliance with data protection regulations. Regular reviews and updates to security measures are essential to adapt to evolving threats and maintain the integrity and confidentiality of personal data.

7. Approval:

This DPIA has been reviewed Initial

