

## Photography & filming agreement and data processing notice

*This form is for individuals agreeing to be photographed and/or filmed for the purposes of participating in the production of University photography and/or film/video content:*

I agree that I wish to participate in the photography/filming project detailed herein and I hereby consent to the capture of my image in photographs/footage by the University. I understand that my participation in this project is voluntary and that I may withdraw my consent to be photographed/filmed at any time prior to the photography/filming.

I further understand that, subsequently, the University may process (or authorise the processing of) photographs and recorded footage for educational and/or marketing purposes in accordance with the University's public task and legitimate interests. The University is committed to processing personal information in accordance with all applicable data protection laws and will ensure that the rights and interests of data subjects are weighted appropriately.

I confirm that I am aged 16 or over.

*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](mailto:imps@reading.ac.uk) in the first instance.*

*More information regarding your rights under data protection law can be found in our Privacy Policy:  
<https://www.reading.ac.uk/about/privacy>*

Please complete the following using BLOCK CAPITALS

PROJECT DETAILS
Project name:
Administrator:
Department/unit:

PARTICIPANT'S PERSONAL DETAILS
First name:
Surname:
Phone:
Email:

Staff  Student  Other

SIGNATURE
Date:

The University will process your personal information 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.

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