



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM

Photographs and videos are stimulating forms of media which can motivate and inspire learners. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

St Patrick's College asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a learner is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of learners in St Patrick's College.

- 1) Staff will be aware of possible Child Protection issues when taking photographs of learners and in relation to where these photographs are used.
- 2) Learners may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Learners in photographs or videos published on MSLETB's and/or St Patrick's College website will not be named or identified in any way other than by group *e.g.* finalist basketball team.
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is available at www.lackencross.ie and submitting it to the college/centre or directly to MSLETB's Data Protection Officer at dataprotection@msletb.ie. If you choose to withdraw your consent, the college/centre will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph was published in a newspaper or past yearbook already printed.
- 5) All online media promotion on behalf of the college/centre is underpinned by our Internet Safety Policies which can be located at www.lackencross.ie.

I _____ [*insert signature of Parent/Guardian/Learner over 18 years*] **consent** that photographs and video footage of _____ [learner's name here] may be taken and used by or on behalf of St Patrick's College, Lacken Cross to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the learner for the purpose of:		
<i>Please tick as appropriate</i>	Yes	No
On St Patrick's College, Lacken Cross website, and/or MSLETB's website, social media and any other online publication associated with MSLETB's colleges/centres/programmes/services.		
Given to third parties, with the learner's name, for the purpose of being used in print media <i>e.g.</i> newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, <i>e.g.</i> a learner attaining top results in their course/apprenticeship/traineeship.		
Displayed within the college/centre and including the learner's name <i>e.g.</i> an image of a learner awarded the highest result in his/her course with his/her name below.		
In college/centre yearbooks with the learner's name also used.		
For promotional purposes related to the college/centre <i>e.g.</i> college/centre prospectus or a video of a college/centre production.		

In circumstances not listed above where the learner's photographs or videos are sought, your consent as a parent/guardian/learner over 18 years will be requested separately at a later date.

Learner's Name (IN BLOCK CAPITALS):

Name of Parent(s)/Guardian(s):

[where learner is under 18 years]

Date:

College/School/Centre Withdrawal of Consent Form

Details of the Controller (College/School/Centre):

This request is made to: St Patrick's College, Lacken Cross, Killala

Address of Controller (College/School/Centre) named above: St Patrick's College, Lacken Cross, Killala

Details of data subject:

I am a:

- ☐ Parent/Guardian
☐ Learner (over 18 years)

My Full Name:

My Address:

Contact Number:

Name of Data Subject (Learner):

For the purpose of proving my identity, I attach a Garda verified copy of 1 of the following:

- ☐ Passport
☐ Birth Certificate
☐ Driving License
☐ Recent utility bill

Details of my request

I _____ **wish to withdraw my consent** (under section 71(3)(C) of the Data Protection Act 2018) that photographs and video footage of _____ may be taken and used by or on behalf of St Patrick's College, Lacken Cross, Killala to promote its activities (currently and in the future) in the following circumstances; as selected by me:

<i>Photographic Image and/or Videographic footage of the learner for the purpose of:</i>	
<i>Please tick the use for which you wish to withdraw consent</i>	
On St Patrick's College, Lacken Cross, Killala website, and/or MSLETB's website, social media and any other online publication associated with MSLETB's colleges / centres / programmes / services.	
Given to third parties, with the learner's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures / leaflets, posters, prospectus, reports books and other similar publications, e.g. a learner attaining top results in their course/apprenticeship/traineeship.	
Displayed within the college/centre and including the learner's name e.g. an image of a learner awarded the highest result in his/her course with his/her name below.	
In college/school/centre yearbooks with the learner's name also used.	
For promotional purposes related to the college/centre e.g. college/centre prospectus or a video of a college/centre production.	

Signed:

Printed Name:

Date:

Please return this form to: the relevant FET/school/centre/college/ETB/Data Protection Officer.

Note: we require proof of the applicant's identity to ensure that the person making this request is acting legitimately within sections 91(3) or 92(5).

Office Use Only

Request ref no.:
Date request received:
Proof of identity provided:
Any other relevant comments: