



Individual Consent

Aboyne Academy Photography and Video Recording Consent

Aboyne Academy are required to obtain written consent for the use of photography and video recording to provide information on and publicise Aboyne Academy 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 Aboyne Academy. 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

Your information is being collected to use for the following purposes:

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

- Aboyne Academy publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video
- Websites owned by Aberdeenshire Council
- Aboyne Academy owned Social Media channels, i.e. Twitter
- Organisations that work in partnership with Aboyne Academy (such as Fife Arms, Braemar, Horseback UK, Aboyne and Upper Deeside Rotary Club, Aboyne Co-operative)

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit consent to the processing	



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/or Videos will be stored in a secure folder on a staff drive which the Whole School Technician has access to along with the school's management information system which all teaching and admin staff have access to.

The retention period for the data is:

Data will be actively used in communications for up to 5 years. The data will be stored for archival purposes for up to 10 years by Aberdeenshire Council.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- 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, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

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



Events

Aboyne Academy - School Activities, Other Activities (including concerts, sporting events, competitions, community events, off-site excursions), School or Class Photograph

Photography/Video Recording Release (Pupil being photographed to complete this section)

- 'I consent to photographs/videos being used':
 - In all of the below
 - Only in local publications i.e. Deeside Piper
 - Only in internal channels (school intranet)
 - Only in school printed communications
 - Only in school social media
 - Only with organisations that work in partnership with Aboyne Academy

Pupil Name: _____

Form Class: _____

I understand that I have the right to withdraw this consent at any time by contacting:

aboyne.aca@aberdeenshire.gov.uk

Parent/Carer Name Date Signature