**RCPCH Online Events Consent Form (over 18s)**

[INSERT NAME] of the [INSERT ORGANISATION] will be taking part in activities related to Royal College of Paediatrics and Child Health (RCPCH) business. During these activities there may be:

* voice or video recordings of presentations and panel discussions
* potential for images (screenshots of sessions), or quotes to be captured
* speaker profile information and photo

The media has the potential to be used in RCPCH work, which may include:

* post event ‘on demand’ content, available to paying attendees
* our printed publications and promotional materials relating to the conference
* on the RCPCH website and/or our various social media accounts of the RCPCH or event partners for the purpose of conference promotion

The material will remain the copyright of the College.

**Privacy information for recordings**

Your session and presentation will be recorded and made available to delegates to view online afterwards. If you do not want your session to be recorded, please contact [events@rcpch.ac.uk](mailto:events@rcpch.ac.uk) prior to the event to make us aware and we will ensure that your section is deleted from any on demand content.

The recording will be made available to all attendees through a password protected section of the RCPCH Vimeo account until Thursday 17 March 2024. After this time, it will be permanently deleted from all our systems and records. You can ask us to remove it sooner by contacting [events@rcpch.ac.uk](mailto:events@rcpch.ac.uk) and the content will be removed. However, please note once the video is in the public domain, it is outside the control of the RCPCH, other than removing it from our platforms.

The recording will be uploaded after the event has finished, once video edits have been approved. Please let the events team know as soon as possible if you have any issues after the session has been recorded and if you require any edits by emailing them at events@rcpch.ac.uk. The whole session will be recorded. If you have your camera on or your name visible, these will be captured in the recording. You can turn your camera off if you do not wish your image to be recorded. If your presentation includes the personal data (including names, photographs etc.) of anyone else, you will need to gain their consent in advance to use in your presentation and to be shared afterwards.

We use a few third parties to support our online events, including [Zoom](https://zoom.us/privacy) and [Vimeo](https://vimeo.com/privacy). Some of these third parties are based outside of the EU to support our work so your data may be transferred outside of the EEA. However, we will only do so where adequate and appropriate safeguards are in place to ensure compliance and to protect your data in line with UK GDPR. You can view their privacy notices on their websites.

We will also collect information such as your full name and contact details on this form which will be held securely. We will only include personal information (such as your name) in our work where you have consented.

To comply with the Data Protection legislation, we need to confirm that you fully understand this and freely give your consent for the use of your personal data in this way.

**Your rights**

The conditions for use are outlined below. You can also withdraw your consent at anytime by contacting: events@rcpch.ac.uk and we will not process your data any further.

As well as the right to withdraw consent, you also have certain rights in regards to the data we hold about you. You can ask us to delete your personal data, change any inaccuracies, ask us to store your data but process it no further, or object to or ask us to stop processing your data. You can also request that the data we hold about you is given back to you or given to another service provider in a commonly used format. This is called data portability.

You are also entitled to a copy of the information we hold about you. However, there are some restrictions that apply to these requests, such as where we have overriding legal requirements we have to comply with. To submit a request, or for more information about your rights, contact the Data Protection Officer: [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: [casework@ico.org.uk](mailto:casework@ico.org.uk).

Please complete the declaration below:

I **\*give / do not give permission** for the taking of my **photograph, videos, voice recording, presentation recording and capturing quotes** to be used in publicity and post event conference materials by RCPCH and event partners.

I have read the above and understood the conditions of use.

**Event/project attended**

**Date**

**Signed**

**Print name**

**Today’s date** **Please tick to confirm you are 18+**

**Email** **Phone number**

**Please return the completed form to**: events@rcpch.ac.uk, 5-11 Theobalds Road, London, WC1X 8SH   
  
Conditions of use

## To be kept by individual:

You have returned a media consent form to RCPCH. You can get in touch with the RCPCH team with any questions or queries via:

Events Team, 5-11 Theobalds Road, London, WC1X 8SH

[events@rcpch.ac.uk](mailto:events@rcpch.ac.uk)

Joanna Howe (0207 092 6066)

If you want to withdraw consent, update or change your personal data or have any concerns about the way your personal data is being used, please send an email to: [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) . You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you are located in the EEA or EU, you can contact DataRep if you wish to make a request under EU GDPR. For more details on your rights in the EU, please refer to the [European Commission](https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu) or the national Data Protection Authority in your country. You can raised a question to the RCPCH or otherwise exercise your rights in respect of your personal data by:

* Sending an email to DataRep at datarequest@datarep.com quoting, RCPCH in the subject line;
* Contacting DataRep on their online webform; or
* Mailing your enquiry to DataRep at the most convenient of the addresses in the subsequent pages.

Please remember to mark your letters for DataRep and not RCPCH, or your enquiry may not reach them, and clearly reference RCPCH in your correspondence. RCPCH may request evidence of your identity, to ensure your personal data and information connected with it is not provided to anyone other than you. You can see how DataRep process your personal data in their [privacy notice](https://www.rcpch.ac.uk/node/602/www.datarep.com/privacy-policy).

**Terms & Conditions**

1. This form is valid for RCPCH purposes only.
2. All information given in this form is confidential and will be held securely in accordance with Data Protection legislation, and accessed only by RCPCH staff.
3. RCPCH will only use your image and/or voice recording with your consent. We will only retain your information for as long as you consent. As soon as you withdraw consent we will delete the material or suppress your details. Please note that once media is in the public domain, it is outside the control of the RCPCH as to who sees, watches, listens and shares it, other than removing it from circulation or from the platform.
4. RCPCH will not use the personal details or full names (which means first name **and** surname) in a photographic image, on video, on our website or in any of our other printed publications without your consent.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in any printed publications.
6. We will ensure that inappropriate or intrusive photographs of you are not taken or used, to ensure their safety and protection.
7. We will not share your personal data with any third parties unless you have given consent for us to do so.
8. If you include the personal data of other individuals in your work (such as in a presentation or submitting an image of someone else), you confirm that you have the valid consent of the individual(s).
9. We will only transfer your personal data outside the EU with appropriate safeguards. Some of the websites may be accessible internationally and publications may be distributed globally.
10. Participation in this project is voluntary and we are processing your personal data with your consent. You can withdraw at any time by emailing [events@rcpch.ac.uk](mailto:events@rcpch.ac.uk)

Updated 5/10/2021