

Consent for the use of personal data in promotional material

Under the terms of the Data Protection Act 1998, your consent must be obtained before Coventry University can use your image or personal details in any promotional materials. We may also publish your image and personal details on our Web pages. You should be aware that this means that information about you is available world-wide, including in countries where there is no data protection legislation.

I do/ do not* wish my personal details to be used in the way described above.

* Please delete as appropriate

Signed	
Name (please print)	
School	
Course	
Date	

For University use

Please note that subjects should be told BEFORE the picture/data is taken that it will be used for Coventry University promotional material and anyone that does not want to be included may opt out. Signed consent forms should be obtained for a photograph of individuals or a small group.

Member of staff responsible for obtaining information/consent for use of data:

Name _____ School/dept. _____

Photograph reference _____

Date _____

Please note that in the case of a photograph of a large group, eg a class of students, it is permissible to tell them BEFORE the picture is taken that it will be used for Coventry University promotional material and that anyone who does not want to be included may opt out.

I confirm that the people within this photograph were advised the group picture was to be taken and understand that it may be used in Coventry University promotional materials. All the people photographed chose to remain for the shot, having been given the opportunity to opt out if they so wished.

Signed _____

Date _____

Name (please print) _____

Please return completed form to _____ to retain on file.