

### Data Authorisation Form

**For use by (dept):**

Under data protection legislation, Aberystwyth University requires consent from individuals in relation to personal data used in information and publicity materials, and for data placed or streamed on the internet.

Please provide the following information:

Name: .....

Address: .....

Telephone no .....

E-mail address:.....

Please indicate by placing a tick in any of the boxes below which elements of personal data may be published/recorded/placed on the internet by the University:

Name		Photograph	
Address		Video/DVD/moving image	
Telephone number		Sound recording	
E-mail address			

*You have rights over the data and if, for any reason, you wish to amend this or if, after data has been placed on a website, you subsequently wish it to be removed please **contact** .*

In signing this form you:

i) consent to the University holding or transmitting this data in any form and on its website (where applicable) for as long as it decides is necessary

ii)  consent to the use of this data in other formats for purposes such as

Signature: .....

Date: .....

# Usage Notes:

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Whenever you make a photograph or recording in which a person appears as the subject, you should get that person's permission. This Data Authorisation form is intended to be used by staff and students of Aberystwyth University so that you can keep a record that the person has agreed to your use of their image or recording.

Based on the Data Authorisation Form used by Information Services, this form has been generalised for use by other departments. Please customise it as needed to reflect the purpose and conditions for your particular project.

In particular, you will need to modify the form by replacing the areas highlighted in yellow with your department-specific content. You may wish to add more detailed information to describe how you are going to use the digital content, for example, teaching material for viewing via Blackboard by students enrolled in a module.

Data subjects have rights over their own data (including use of their name, image and other identifying data or characteristics). If they request that data is removed from a website or other electronic media, this is easy to achieve. **However, if details are being circulated in hard copy material this should be emphasised in the above Form when securing consent, as it is not possible to delete data or images from leaflets, booklets or other hard copy published works.**