

The logo for Exeter College, featuring a blue stylized arrow pointing upwards and to the right, positioned behind the text.

exeter college

**Giving and withdrawing of consent
to have a photograph or image (moving or still)
taken or used for marketing purposes procedure**

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Version: Sep 22

1 Purpose

Occasionally Exeter College takes photographic images (moving and still) of individuals and groups which it publishes in case studies and other information materials which may specifically include large public advertisements, including billboards, bus shelters, bus and rail advertising and large format posters for recruitment and promotional purposes.

Occasionally, images may be shared for use by third party organisations who the college deem appropriate. Exeter College may reproduce such images, from which you may be recognised, in publications created within 5 years of your enrolment.

Anybody who has previously given their consent to have their image taken, e.g. by signing the enrolment form or by signing any other consent form presented to them, can withdraw their consent at any time.

When faced with a request to withdraw consent to have their photograph or any moving image taken for marketing or other purposes, staff members need to respond by providing the relevant documentation to effect and monitor the withdrawal of consent.

2 Definitions

N/A

3 Associated Documentation

Withdrawal of Consent to have Photographic/Image taken or used for Marketing Purposes Form

4 Procedure

4.1 When a student or member of staff wishes to give or withdraw their consent, offer a copy of the relevant form (see p.3 and p.4)

4.2 Receive the completed and signed form

4.3 Pass the completed form to Marketing. Alternatively scan the form and email to the Marketing team. If scanned and sent electronically, please confidentially waste the hard copy.

4.4 Marketing will receive the form and inform MIS by emailing MIS Student Records that a student has withdrawn their consent to have their image taken or used.

4.5 MIS will enrol the student onto a holding code

[Y00FOTO0/2/A - MIS - PHOTOGRAPHIC CONSENT REMOVED HOLDING CODE](#)

4.6 As and when this becomes necessary, staff can monitor who has withdrawn their consent in one location:

https://mis.exe-coll.ac.uk/mis2/h_nomenu.php?p=4240&acyr=22/23&course=Y00FOTO0/2/A&opt_GCSEonEntry=GCSEonEntry&opt_x=x&opt_l=l&opt_c=c&opt_m=m&opt_Attend=Attend

Giving consent to have a photographic image (moving and still) taken or used for marketing purposes

We are proud of our learners. The College will sometimes arrange for photographic images (moving and still) of individuals and groups to be taken during events. We may reproduce such images, within five years of them being taken, to celebrate achievements and help promote the College. Images may be published in case studies and other information materials which may specifically include large public advertisements, including billboards and banners, social media, bus shelters, bus and rail advertising and large format posters for recruitment and promotional purposes.

From time to time, images may be shared for use by third party organisations who the College deem appropriate. Exeter College may reproduce such images, from which you may be recognised, in publications created within 5 years of your enrolment.

I understand that I can withdraw my consent to the publication of new materials containing my image by contacting the Marketing department via email marketing@exe-coll.ac.uk or by telephoning 01392 400224.

Please keep a copy of this form for your own records in case you wish to withdraw your consent.

Please note, when marketing materials have been printed for that academic year, a printed publication or poster cannot be withdrawn, however your image can be removed from online sources and any future publications or marketing materials.

By signing this form, I consent to the use of my images for the purposes described above.

Your Name:

Your Course Title:

Your signature:

Date:

Withdrawing consent to have a photographic image (moving or still) taken or used for marketing purposes

We are proud of our learners. The College will sometimes arrange for photographic images (moving and still) of individuals and groups to be taken during events. We may reproduce such images, within five years of them being taken, to celebrate achievements and help promote the College. Images may be published in case studies and other information materials which may specifically include large public advertisements, including billboards and banners, social media, bus shelters, bus and rail advertising and large format posters for recruitment and promotional purposes.

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Please note, when marketing materials have been printed for that academic year, a printed publication or poster cannot be withdrawn, however your image can be removed from online sources and any future publications or marketing materials.

By signing this form, I **withdraw my consent** for the use of my images for the purposes described above.

Your Name:

Your Course Title:

Your signature:

Date:

If your image has already been used and you wish to withdraw your consent for future usage, please help us to locate these images by letting us know where you have seen them:

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Finally, please hand this form to a Faculty Coordinator, a Receptionist, your Course Tutor, or email to marketing@exe-coll.ac.uk