



Consent form for recordings to be taken of non-QMU employees

This consent form has been adapted from the Jisc funded Web2Rights project: web2rights.org.uk.

VENUE: QMU EXTERNAL

DATE.....

CREATOR OF RECORDING.....

PURPOSE OF RECORDING.....

This form is to be signed by the person who has agreed to be recorded and filmed (if applicable) as the principal party to, or as part of, a lecture or other education event or activity carried out within Queen Margaret University. The purpose of this form is to seek consent for the films and/or recordings to be taken and subsequently to be used by Queen Margaret University. Queen Margaret University in turn offers a commitment to only allow said recordings to be used appropriately and sensitively.

NON-EMPLOYEES/STUDENTS

I, the undersigned, agree to my being recorded by Queen Margaret University for the above stated purpose, and that the university can record materials created by me that are included with this.

Where applicable, I will notify everyone present that a recording is being made.

I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have permission to include the materials in my recording.

I understand that any copyright or other intellectual property which arises in the recording belongs to Queen Margaret University and that the recording may be used by the institution for the intended purpose. This may include storing and publication on the VLE. I understand that copyright in the recordings will be retained by Queen Margaret University.

Data Protection

I, the undersigned, consent to my personal data being processed for the purposes of this recording and subsequent publishing/sharing. I understand that my personal data will be processed in compliance with the organisation's [data protection policy](#).

FULL NAME

NAME OF ORGANISATION

CONTACT TELEPHONE

EMAIL ADDRESS

SIGNED

DATED