



**msletb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
*Mayo, Sligo and Leitrim*  
Education and Training Board



## **PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE CONSENT FORM**

Photographs and videos are stimulating forms of media which can motivate and inspire learners. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Coláiste Pobail Acla asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a learner is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of learners in Coláiste Pobail Acla:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of learners and in relation to where these photographs are used.
- 2) Learners may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Learners in photographs or videos published on MSLETB's and/or Coláiste Pobail Acla website will not be named or identified in any way other than by group *e.g.* finalist basketball team.
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Consent Withdrawal Form which is available at <https://colaistepobailacla.ie/> and submitting it to the college/centre or directly to MSLETB's Data Protection Officer at [dataprotection@msletb.ie](mailto:dataprotection@msletb.ie). If you choose to withdraw your consent, the college/centre will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph was published in a newspaper or past yearbook already printed.
- 5) All online media promotion on behalf of the college/centre is underpinned by our Internet Safety Policies which can be located at <https://colaistepobailacla.ie/school-policies/>.

I \_\_\_\_\_ (signature of Parent/Guardian/Learner over 18 years) **consent** that photographs and video footage of \_\_\_\_\_ (learner's name here) may be taken and used by or on behalf of Coláiste Pobail Acla to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the learner for the purpose of:		
<i>Please tick as appropriate</i>	Yes	No
On Coláiste Pobail Acla website, and/or MSLETB's website, social media and any other online publication associated with MSLETB's colleges/centres/programmes/services.		
Given to third parties, with the learner's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, e.g. a learner attaining top results in their course/apprenticeship/traineeship.		
Displayed within the college/centre and including the learner's name e.g. an image of a learner awarded the highest result in his/her course with his/her name below.		
In college/centre yearbooks with the learner's name also used.		
For promotional purposes related to the college/centre e.g. college/centre prospectus or a video of a college/centre production.		

In circumstances not listed above where the learner's photographs or videos are sought, your consent as a parent/guardian/learner over 18 years will be requested separately at a later date.

Learner's Name (IN BLOCK CAPITALS): \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

[where learner is under 18 years] \_\_\_\_\_

Date: \_\_\_\_\_