



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: Image, video and audio consent

What information do we process?

When we ask you for consent to use an image or recording you feature in, we collect, store and process the following information:

- Your name
- Your date of birth
- Your postal address
- Your email address
- Your choices about how the image or recording is used

If you complete a consent form on behalf of somebody under 18 years of age you care for, we collect, store and process the information above and also:

- The name of the young person
- Their date of birth

How do we collect this information?

We collect this information either on a paper form at the time the image or recording is made, or later by emailing you the equivalent form as an electronic document.

Why do we need this information?

We need this information to make sure that we responsibly use images and recordings which feature people not in our team. Gathering this information gives you the opportunity to refuse specific uses of images or recordings.

We process your information on the lawful basis of consent (you have given clear consent for us to process your personal data for a specific purpose).

How do we store and process this information?

We store your information and the image or recording it relates to using external third party systems provided by Microsoft. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at docs.microsoft.com/en-gb/legal/gdpr

We use the same systems to process your information in order to associate it with the image or recording.

Who do we share this information with?

We do not share personal data relating to images or recordings unless we request your explicit consent in writing first.

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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