



Declaration of consent to the use of photos, video and audio

Photos, videos and audio recordings in which you are recognisable, made by order of Utrecht University, are only used by us with your consent. By signing this declaration you give Utrecht University permission to publish the photographic, video and/or audio material (hereinafter: **material**) of yourself or a minor under your supervision (hereinafter: **the portrayed person**). This permission applies only for use by Utrecht University, Heidelberglaan 8, 3584 CS Utrecht, the Netherlands (hereinafter: **UU**) and is subject to Dutch law. If you are willing to give UU permission to use material in which you are recognisable, please would you complete and sign this declaration and return it to us.

On the basis of this declaration:

1. I confirm that I give UU permission to use material on which the portrayed person is recognisable. I can withdraw my permission at any time by sending an email to privacy@uu.nl. This will not remove any earlier publications;
2. UU has the right to use and process the material without this disadvantaging the honour or name of the portrayed person;
3. I agree to the material being used for information and communications of UU, i.e. leaflets, brochures, reports and books, advertisements and newsletters, emails and invitations, posters and signs on the street and/or in buildings, information screens in buildings, websites and social media (Facebook, LinkedIn, Twitter, etc.);
4. I agree to the material being used for (tick as appropriate)
 - UU-wide promotion and publicity
 - only this specific assignment of UU/the faculty/the service department, namely:

.....
 - publicly sensitive subjects and publications.

You have a number of rights under the General Data Protection Regulation (GDPR). A full overview can be found in our privacy statement at uu.nl/privacy. You may invoke your rights by sending an email to privacy@uu.nl.

Personal details and signature

(Please complete the form in block letters)

Forename and surname of portrayed person:

Email address of portrayed person¹:

Telephone number of portrayed person¹:

Signature:
	Portrayed person	Legal representative ²

.....
Signature date	Signature date

¹ These details are required and will only be used for communication in the context of this declaration, including sending this declaration and in order to check your identity if you withdraw your permission or invoke one of your other rights.

² In the case of photos of minors (under 16 years), the legal representative must also sign.

Explanation about the UU consent form – 20-05-2021

Introduction: a person portrayed is always guided personally.

As the person portrayed, you are always properly guided by a UU project employee, who acts as a contact person for a UU image production. This means that you will be approached in advance with the question whether you want to participate in a UU image production and if you are willing to fill in the UU consent form. By completing and signing this form, you enable Utrecht University to actually publish the visual production. The UU project employee will always explain to you what the purpose and publication scope of a UU visual production is, as well as how to properly and completely fill in the UU consent statement and how to withdraw your permission if necessary.

What do the tick options in the form mean?

The publication scope of a UU image production determines which choice option applies to the UU consent statement.

- **UU wide promotion and publicity**

This means that the visual material – on which you can be identified - may be used in the context of all types of education, all types of research and all types of collaborations of the Utrecht University organization with all types of other parties, in all types of communication media and for all types of target groups of Utrecht University. Publicity sensitive subjects and publications are not included.

- **Only this specific assignment of UU/faculty/service department, namely..**

This means that the visual material – on which you can be identified - may be used for the profiling of Utrecht University organization, but the framework for this is limited. Consider a specific target group or a specific communication resource or a specific UU department. The limitation of the profiling framework automatically leads to publication in a limited number of communication resources and media. For this option you will be guided carefully and will always receive the information to fill in the open field of the UU project employee. Publicity sensitive subjects and publications are not included.

- **Publicity sensitive subjects and publications**

This means that the visual material – on which you can be identified- has been specially made to highlight a socially sensitive subject and to publish it also in that context. Consider, for example, a staged photo shoot about child abuse in which suggestive images are made to highlight the subject and are published in articles about this subject. Or a visual reportage on animal experiments in which the university shows that it is working on animal-friendly methods but is published in this socially sensitive context. Especially for this option you will be guided by the UU-employee very carefully. Also tick the option *Only this specific assignment of UU/faculty/service department*. You will always receive the information to fill in here (open field) from the UU project employee.

Personal data

With personal data you always enter your first and last name. If it concerns a child under the age of 16, enter the child's first and last name. For the email address, enter the UU email address that you use as an UU employee. A non-UU employee may use a different email address. If you are a portrayed person, place the signature above the word signature. And when you are a parent or guardian of a child under 16 place the signature above the word legal representative. Divorced parents or multiple guardians may both sign there. Furthermore, enter the date above the word *date*. For example: 01-January-2021. Always write the month in text and the day and year in numbers.

Signature

To sign the form. Click the fill & sign option in the PDF menu (icon with purple pencil). An ink pen icon will appear at the top of the form. Click on it and click on signature. You will then see a menu where you can choose to type the signature, write it yourself or paste an already digitized signature yourself. Click on apply and move the signature to the right place above the word *signature* with the pc mouse. You can also find at the bottom of the footnote a site address for an instruction (in Dutch only): <https://helpx.adobe.com/nl/acrobat/using/signing-pdfs.html>

Any questions?

As the person portrayed, you can address your questions about the consent form to the UU project employee. If necessary the UU-employee will contact the GDPR officer of the UU department.