

From mountain to sea

## Individual Consent

# Allachburn Care Home Photography and Video Recording Consent

Aberdeenshire Council are required to obtain written consent for the use of photography and video recording to provide information on and publicise Aberdeenshire Council services or celebrate special events.

Please ensure you have read the attached Privacy Notice, which outlines how photography and video files will be stored and used by Allachburn Care Home. Please ensure you agree to consent on this basis, by completing the form and sign and date it where shown.

## Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

Photographs and Videos may be used in the following Aberdeenshire Council communications:

- Aberdeenshire Council publications and video programmes, printed and digitally, i.e. leaflets and posters, DVDs and digital video
- Websites owned by Aberdeenshire Council
- Aberdeenshire Council internal intranet
- Aberdeenshire Council owned Social Media channels, i.e. Facebook, Twitter and Instagram, Google Plus
- Aberdeenshire Council Care Home Social media platforms

We may also send images to the news media and share with Aberdeenshire Council partners, including:

- NHS Grampian
- Police Scotland
- Scottish Fire & Rescue
- Visit Aberdeenshire



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Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	N/A	

Your information will be shared with the following recipients or categories of recipient:

### Photography and Video Recordings

Photography and Video Recordings will be shared through Aberdeenshire Council communications channels outlined above as appropriate and stored in the following ways:

- Photography and Videos will be stored on designated ipads & iPhone, Aberdeenshire Council's SharePoint and Care Home associated iCloud account. Photographs and videos will be accessed by staff employed at the Care Home/Very Sheltered Housing Complex.
- **The retention period for the data is:**

### All images and videos will be stored in accordance with Social Care retention period.

Data will be actively used in communications for up to 5 years. The data will be stored for archival purposes for up to 10 years by Aberdeenshire Council. '

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - Performance of a Public Task; or
  - Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - Consent; or
  - Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.



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Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

**Please complete the Photography and  
Video Consent Form overleaf.**



## From mountain to sea

### Photography/Video Recording Release (Person(s) being photographed to complete this section)

- 'I consent to photographs/videos being used':
  - In all of the below
  - Only on social media
  - Only on Aberdeenshire Council websites
  - Only in internal channels (the corporate/school intranet)
  - Only by the news media
  - Only in corporate publications
  - By Aberdeenshire Council partners listed in the above Privacy Notice

Please print your name, address and contact telephone number in capitals (and your child's name if appropriate) below:

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I understand that I have the right to withdraw this consent at any time by contacting:  
Allachburn Care Home, 5 Low Road, Aboyne, AB34 5GW or emailing:-

[Allachburncarehome@aberdeenshire.gov.uk](mailto:Allachburncarehome@aberdeenshire.gov.uk)

Name	Date	Signature
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