

## PHOTO/VIDEO/VOICE RECORDING/INTERVIEW

### ADULT PERMISSION FORM – Service Contracts

First of all we wanted to thank you for having agreed to be photographed/recorded (the term “photos/recordings” which we use in this form, covers the taking of photos/videos/voice recordings/interviews) for the purposes of the Europeana DSI-4 project (the Project<sup>1</sup>). Your cooperation is greatly appreciated and will be important for the Project.

For the purposes of EU Regulations concerning data protection, we need to ensure that we have properly recorded your consent for the use of your photos/recordings and therefore we would kindly ask you to read the following information carefully. **If you agree with the contents, please provide us with your signature(s) at the bottom of this form, add a date and return it to us, either by sending it to the EUN representative on site, or via e-mail ([borbala.pocze@eun.org](mailto:borbala.pocze@eun.org))**

#### Context

EUN Partnership AISBL (EUN) is a not-for profit organization based in Brussels and is made up of a network of 34 European Ministries of Education. The Europeana DSI-4 project is an EU-funded initiative aimed at creating access, interoperability, visibility and use of European cultural heritage in the five target markets outlined: European Citizens, Education, Research, Creative Industries and Cultural Heritage Institutions. Europeana DSI-4 project is managed on behalf of the European Commission by EUN under a service contract.

All personal data covered by this consent form is processed by EUN on behalf of the European Commission under the control of the Data Controller whose details are given in the section entitled, “Further Information and Complaints” set-out below. The processing of your personal data under this consent form is carried out under EU Regulation 2018/1725. This is the Regulation which replaces EU Regulation 45/2001 and covers the processing of personal data by the EU institutions and bodies. Regulation 2018/1725 ensures that the processing of personal data by the EU institutions and bodies is in line with the standards imposed by the General Data Protection Regulation (GDPR).

#### Consent for use of photos/recordings

Where your consent concerns the use of videos, these may be uploaded to YouTube, Vimeo, and similar video-hosting platforms, enabling EUN Partnership AISBL and project partners to embed the video on their websites.

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<sup>1</sup> <https://pro.europeana.eu/project/europeana-dsi-4>

Where you are interviewed for the purposes of the Event, there will always be a representative of the EUN team (or other project partner) present at the interview to clarify any doubts you may have about making the interview or using the material.

**Please note that by signing this document you are agreeing to the following:**

1. That you will not receive any money or other reward for your participation in these photos/recordings.
2. That your photos/recordings may be shared by us with the EU Commission and/or its Agencies and reproduced and used for general information and training purposes, including in printed publications, videos, online media and websites, related to the Event, the Project or other education projects funded by the European Commission and/or its Agencies. Your information is not intended to be transferred to destinations outside of the EU/EEA (European Economic Area), although it may be accessible to parties outside the EU/EEA via online media and websites.
3. Your photos/recordings will only be used in information/publicity materials produced within two years of the recording having been made. We will ensure that we store the photos/recordings in a secure environment and in line with our obligations under EU Regulation 45/2001 or its successor.
4. Your full name, country, organisation or school may be included on any produced materials.
5. We will only use your photos/recordings on the basis of your consent as expressed in this form. You may contact us at any time to withdraw your consent for the use of your photos/recordings. In such a case, we will ensure that the photos/recordings are removed from wherever they have been posted as soon as is practical. Please be aware that it may be impossible to remove your image where the photos/recordings have been included in a printed publication which has already been published or is in the process of being published. We will only be able to remove such images from future publications. If you send us a deletion request, we may ask you for further information (for example a copy of your ID or passport) in order for us to be able to verify your identity.

## **Contacts**

If you have any questions about this consent form please contact us:

By e-mail:

[privacy@eun.org](mailto:privacy@eun.org)

By Mail:

EUN Partnership aisbl

Rue de Trèves 61  
B-1040 Brussels

### **Further Information and Complaints**

If you would like further information about how we process your personal information, or wish to exercise any of your right to access, rectify and, as the case may be, erase any personal data relating to you, or restrict the processing of your personal data, you may contact the Data Controller:

By e-mail:

Directorate-General for Communications Networks, Content and Technology  
[cnect-desk@ec.europa.eu](mailto:cnect-desk@ec.europa.eu)

By Mail:

European Commission  
Directorate-General Communications Networks, Content and Technology  
Head of Unit Budget and Finance, Directorate Resources and Support  
Office: BU25, 04/54  
B-1049 Brussels

If you feel that we have infringed your rights under the relevant data protection regulations, you may make an official complaint to the European Data Protection Supervisor:

[edps@edps.europa.eu](mailto:edps@edps.europa.eu)

My name (Please print your name clearly) \_\_\_\_\_

My signature: \_\_\_\_\_

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