**UCD Privacy Notice for Students Contributing Content for EDI Website & Social Media**

You can access UCD’s general Privacy Notice at [Privacy Statement for Existing Students](https://www.ucd.ie/students/services/ucdprivacystatementforstudents/).

**Who are we?**

This privacy notice is for University College Dublin, Belfield, Dublin 4, in particular UCD Equality, Diversity & Inclusion (EDl) Unit. You can contact us at edi@ucd.ie

At times we may contact you to ask whether you would like to submit a video, audio recording image and/or written testimonial. In such an instance, this specific privacy notice is to provide you with further information, should you decide to contribute images and videos to UCD EDI for publication in its annual reports, EDI awareness raising modules, on its official social media channels and for : YouTube, Facebook, Instagram, Twitter, LinkedIn and/or other official UCD media, such as the UCD EDI website <https://www.ucd.ie/equality/>

**Why and how we collect the information and for how long we keep it**

We collect this personal data of yours for the purpose of raising awareness about disability research in UCD and with regard to UCD’s equality, diversity and inclusion activities, marketing activities and promoting the University, namely updating content on our website and social media channels to illustrate the importance of disability inclusion and Equality, Diversity and Inclusion in UCD, for our audiences on these channels. We collect and process this data based on your consent. We obtain this data from you, and the contribution of this data by you is entirely optional.

We will keep this data (i.e. videos, audio recordings images and testimonials) for a period of ten years, or for the duration of your consent, should you decide to withdraw your consent sooner.

**What data we collect and may be displayed on UCD media**

UCD EDI may collect and store the following when you submit it for use in UCD EDI media:

* Photographs
* Video testimonials or audio recordings
* Written testimonials

**Who has access to this information and who do we share it with?**

Internal access: The videos or audio recordings, images and written testimonials you opt to give us will be accessed and managed by the UCD EDI Unit team.

External access UCD EDI Unit may share this data with third parties as appropriate from time to time for the purpose of marketing and promotional activities of the University. UCD EDI Unit may share this data with organisations in the higher education sector such as Irish Universities Association.

**Note:** If you agree that your contribution can be used in publications, you need to be aware that any media published by UCD is generally publicly available globally. Personal identifiable information included in photographic, audio, video and written submissions, i.e. testimonials, will be visible to public audiences around the world.  This means, your data will be widely seen and will be transferred/viewed outside the EEA. Therefore, it will also include data transfers to countries where your privacy rights may not be upheld to the standard you can expect under the GDPR.

**What are your rights?**

A comprehensive list of your privacy rights is available at: [Privacy Statement for Existing Students](https://www.ucd.ie/students/services/ucdprivacystatementforstudents/), but the right to withdraw consent and to erasure is given in more detail below.

By agreeing to submit the above-mentioned information, you acknowledge that the University may also display information alongside, i.e. the following limited personal identifiable information, such as your name and title or programme of study at UCD . If you require that any of this information is omitted from UCD media and publications, please inform UCD EDI Unit, preferably at the same time that the content is submitted for publication.

**Right to withdraw consent**

If you wish to withdraw consent you can do so at any time by contacting edi@ucd.ie.You do not need to give us a reason for withdrawing. If you withdraw consent, UCD will not use your photographic, audio, video and written submissions in any future publications. Your withdrawal of consent does not invalidate the use of your photographic, audio, video and written submissions during the period UCD had your valid consent.

**Right of Erasure**

You have the right to request that we erase/delete the video, audio, written testimonial or image you have sent from our files, from the UCD website and from the UCD social media channels and, where possible to do so, we will implement this in a timely fashion. If your material has already been shared externally, you need to be aware that we have no retrospective control over those materials.

If you have any concerns about how UCD deals with your privacy rights you can contact the UCD Data Protection Officer by email: gdpr@ucd.ie

If you are not satisfied with UCD’s response or believe UCD is not processing your data in accordance with the law, you can complain to the Irish Data Protection Commission: [www.dataprotection.ie](https://www.dataprotection.ie/)

**Consent Form for Students Contributing Content for EDI Website & Social Media**

At times we may contact you to ask whether you would like to submit a video, image and/or written testimonial to UCD EDI Unit for publication in its annual reports, EDI awareness raising modules, website and on its official social media channels and for : YouTube, Facebook, Instagram, Twitter, LinkedIn and/or other official UCD media, such as the UCD EDI website <https://www.ucd.ie/equality/>

I am aware that, UCD EDI Unit collect this personal data of mine for the purpose of disability inclusion and with regard to UCD’s equality, diversity and inclusion activities, marketing activities and promoting the University, namely updating content on our website and social media channels to illustrate the importance of Equality, Diversity and Inclusion in UCD, the student experience for our audiences on these channels.

I am aware that the contribution of this data by me is entirely optional.

I am aware that UCD EDI Unit will keep this data (i.e. videos, images and testimonials) for a period of ten years, or for the duration of your consent, should you decide to withdraw your consent sooner.

I am aware of the risks and benefits of contributing content as stated in the above information.

I understand there are no consequences if I decide not to participate, and I understand can refuse to participate if I wish.

I understand that I am not required to answer any questions or provide any content that makes me feel uncomfortable answering and that I can ask for the content to be withdrawn at any time by contacting edi@ucd.ie

I understand I will get no benefit right away from contributing content. However, my participation will help UCD take steps to raise awareness about disability inclusion and equality, diversity and inclusion in UCD among the UCD Community.

I agree that the content I submit can be used under the terms set out above.

I understand I have the right to request that the EDI Unit erase/delete the video, audio, written testimonial or image I have sent from the EDI Unit’s files, from the UCD website, initiatives and from the UCD social media channels and, where possible to do so, we will implement this in a timely fashion.

I am aware that if my material has already been shared externally, that UCD has no retrospective control over those materials.

I understand that by signing this consent form I am voluntarily agreeing to contribute content to support UCD Equality, Diversity and Inclusion activities and initiatives outlined above.

I have read the information sheet attached to this consent form and I have had time to consider whether to contribute content. I understand that my participation is voluntary and that I can ask for the content to be withdrawn at any time by contacting edi@ucd.ie.

**I agree to provide content for UCD EDI Unit (please tick the box with an X)** [ ]

To participate, you must be over 18.

[ ]  I am over 18

[ ]  I am aware that by agreeing to submit the above-mentioned information, I acknowledge that the University may also display information alongside, i.e. the following limited personal identifiable information, such as your name and title or programme of study at UCD.

**I consent to the following being included in the published content:**

(Please tick the following)

[ ]  my name

[ ]  title/role within University e.g. (Chair of student society/Student Union/ or a similar role within the University) and programme of study at UCD to be included.

[ ]  Programme of study at UCD

[ ]  I hereby give permission to the EDI Unit for the use of content (video, image and/or written testimonial) for an awareness campaign on disability research in UCD, publication in its annual reports, EDI awareness raising modules, website and on its official social media channels: YouTube, Facebook, Instagram, Twitter, LinkedIn and/or other official UCD media, such as the UCD EDI website <https://www.ucd.ie/equality/>, collected from me (participant):

Name of Participant (in block letters):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of study in UCD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in UCD (If you hold a role within UCD e.g. you are a Chair of a student society/ work in the Student Union)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*As recordings and testimonials are submitted digitally, you may wish to use a digital signature. If you do not have access to a digital signature, please take the additional following steps:

1) Tick the relevant boxes above and type your name above and the date.

2) When returning this consent form by email to the EDI Unit, copy and paste the following statement in your email to confirm your consent to contribute content to the organiser**: “I have completed the consent form and consent to contributing content and giving permission to the EDI Unit to publish the content I provided.”**