**The HERON Network consent form for filming, photography and publicity**

**Your name:**

**Address:**

**Postcode:**

To promote the HERON Network and related programmes, we plan to publish images/videos/information on our websites and social media sites/apps. The purpose is primarily to provide people, who are thinking of joining our activities or signing up for research studies, with more information, and to raise awareness about our programmes.

Additionally, information about the HERON Network will be included in other promotional materials (printed and online) produced for the King’s College London, including patient and public information publications.

**I give permission for photographs and/or films of myself to be used in the publications outlined above:**

Agree [ ]

Do not agree [ ]

**I may be interested in helping with further publicity for the HERON Network and I am happy for a member of the team to contact me to discuss this further** *[tick to agree, leave blank if they would rather not be contacted]* [ ]

Signature………………………………………………………… Date……………………………………………….

Thank you for your co-operation in completing this form. All information you send to us will remain confidential and will be held securely by the Institute of Psychiatry, Psychology & Neuroscience at King’s College London.

**Please return completed forms to: heron@kcl.ac.uk or by post to: Zoe Chui, Room 3.18, Institute of Psychiatry, Psychology & Neuroscience, 16 De Crespigny Park, Camberwell, London, SE5 8AF.**

**Privacy Notice**

**Data Collection (Photographs & films)**

Data collection will consist of contact details, photography and filming.

**Data Storage and Processing**

Data will be downloaded to a secure, networked folder at King’s College London that will only be accessible to team members. Films and photographs will disseminated in an anonymised format and any identifiable data (names, email addresses, telephone numbers) will be recorded separately, and stored in a different location on a secure King’s College server.

**Protection of Personal Data**

Only the team will be able to access the personal details of participants. All the responses will be key-coded and stored separately from personal data. Participants will not be identifiable in any research outcomes (e.g. publications).

All information collected will be handled with care and in compliance with the Data Protection Act (1998), the General Data Protection Regulation (2018), and the university’s Research Data Management Policy.

The team’s legal basis for processing personal data under GDPR is Function of a public task (by a public organisation)

**Data Sharing**

Participants will be asked for consent to be re-contacted about participation in future research projects. If they agree, their personal data may be retrieved and they may be re-contacted by the team or other researchers at King’s College London. This decision will not affect their participation in any programme.

**Participant Consent and Rights**

Explicit consent for processing personal data is obtained from participants before they take part in our events.

If the participant no longer wants to take part in the programme, they can withdraw any information that has been provided, given it is within one month after completing the programme/activity.

Participants have the right to ask for a copy of the information held about them and to have any inaccuracies corrected. Requests for withdrawal and information should be directed to the team at heron@kcl.ac.uk

If there are concerns about personal data handling, these can be raised with the HERON team at any time, or with the KCL Data Protection Officer.

**Contact Details**

Please return completed forms to: heron@kcl.ac.uk or by post to: Zoe Chui, Room 3.18, Institute of Psychiatry, Psychology & Neuroscience, 16 De Crespigny Park, Camberwell, London, SE5 8AF.