



**CONSENT FOR USE OF PERSONAL INFORMATION
(Images, Video and Audio)**

Part A:

To be completed by the applicable unit:

_____ from the _____ is requesting
(Name) (Unit)

your consent to use your personal information as described below:

This information will be used for the purposes described below:

Part B:

To be completed by the faculty member/academic unit:

The personal information requested on this form is collected in accordance with Section 38(2) and 42(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F. 31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant directs otherwise. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Should you have any questions concerning your personal information, please contact:

FIPPA Representative:

The Unit:

Telephone:

E-Mail:

Part C:

To be completed by the individual:

I understand that my personal information and image may be used for the purposes detailed in Part A above and I give explicit consent.

This information will be retained and disposed of in accordance with approved records retention and disposal schedules of the University.

(Name)

(Signature)

(Date: MM/DD/YYYY)

If the person identified in Part A is under age 18, legal guardian must sign instead. I certify that I am the legal guardian of the model named above. I give my consent to the foregoing on his or her behalf.

- 1. I grant the Unit and its designees the right to use the Product in any format, now known or later developed. I grant, without limitation, the right to edit, mix or duplicate and use or re-use Product in whole or in parts as Producer may elect. Producer or its designees have complete ownership of the Product, including copyright interests.**
- 2. I grant the Unit and its designees the right to broadcast, exhibit, market and otherwise distribute the Product, in whole or in parts, and alone or with other products, for any purpose the Unit or its designees determine. This grant includes the right to use Product for promoting or publicizing.**
- 3. I have the right to enter into Agreement and am not restricted by commitments to third parties.**
- 4. Producer has no financial commitment or obligations to me as a result of Agreement.**
- 5. In consideration of all the above, I hereby acknowledge receipt of reasonable and fair consideration from the Unit. I have read, understand and agree to all of the above and that the rights granted the Unit herein are perpetual and worldwide.**

Please direct any questions about completing this form or this issue to the:

Corporate Archivist and Assistant Privacy Officer

telephone: (613) 520-2600 Ext. 2047

E-Mail: University_Privacy_Office@carleton.ca

OR the FIPPA Representative in your academic unit.

Part A: The Unit representative shall enter their name, the unit, a description of the information to be used and a description of the purpose for using the information.

Part B: The representative shall enter the name of the FIPPA representative for the Unit and the representative's telephone extension and E-Mail address. If a representative is unknown please enter the information for the Corporate Archivist and Assistant Privacy Officer as noted above.

Part C: The individual or guardian shall sign and date the form to indicate explicit consent. If there are any questions about the purpose and/or use of this form please contact the FIPPA representative or the Corporate Archivist and Assistant Privacy Officer.