

## Who will have access to the photograph or audio or video recording of me taken by the HSE?

The photograph or audio or video recording of you will be available to the HSE. This will be for the purposes set out in the consent form. The HSE will keep your image or recording on a database with your consent form which only HSE staff or their contractors have the ability to access.

## How long will you store my personal data for?

The length of time we store your details depends on if it is an image or a recording.

Type of media	How long original file is stored
Audio and video recordings	No more than two years
Photographs	No more than one year

After this time, we will then delete it from our records or archive it. Photographs and captions may be archived for a period longer than one year for use in HSE historical publications or in those of funded agencies or partners where this is in the public interest, e.g. for publication in the HSE Annual Report.

## What rights do I have in relation to the processing of my personal data?

You have the right to:

- know how we will use your personal data and who we will share it with
- request access to your personal data from the HSE
- make a complaint with the Office of the Data Protection Commissioner. Further information is available from [www.dataprotection.ie](http://www.dataprotection.ie)

You can ask the HSE to rectify, erase or restrict your personal data. For example, if you withdraw consent for one of a series of photographs of you, we will delete that photograph from our records. If you withdraw consent for an audio recording of you, or part of the recording, we will delete the recording or part of the recording from our records. If you wish to restrict the future use of your personal data by us to specific HSE social and digital media, online or print media or publications, we will undertake to do so.

## If I have further questions, who can I contact?

Please contact HSE Communications if you have questions following the event by emailing [press@hse.ie](mailto:press@hse.ie)



# Consent for photography, video and audio

## Information leaflet

## About this information leaflet

To report and promote the work of the HSE, we would like your consent to use your image and/ or voice. We will use it in a photograph or audio or video recording. When you sign the consent form, you agree to let us use your image and/ or voice for these purposes. In this information leaflet, you will learn how we will take and use your image and audio, how we process your data and where you can get more information.

## Who will take the photograph or audio or video recording of me at the event?

A photograph or audio or video recording of you may take place at the event. The HSE may designate a member of staff to do the work. The HSE may also employ a contractor to take photographs and audio and video recordings at events which it hosts. These contractors include:

- photographers
- videographers
- marketing agencies
- podcast specialists

At the event, there may be other parties who may take your photograph, or make a video or audio recording. As the HSE and our contractors are **not linked** to these parties, the HSE is **not** the data controller or data processor for this data. Therefore, we ask you to please raise any concerns you have to those parties directly.

## Where will you use my image or voice?

We publish across different types of media such as:

- HSE social media accounts like Facebook, Twitter, LinkedIn, YouTube and Instagram
- online at hse.ie or the websites of funded agencies or partners
- HSE publications like leaflets, employee magazine or reports, or those of funded agencies or partners.

## Who will control my data?

The HSE is the data controller of your information for images and audio recordings taken at this event. This means we store and maintain your information. When we are using your voice or image, we store it and process it as data (information). We are also the data processor of your information. This means we can do the following to the information:

- collect
- record
- organise
- structure
- erase
- destroy
- alter
- combine
- disclose
- share

We will not use the photograph or audio or video recording for any other purpose than what it states in the consent form.

## Where can I get further information on data protection?

For further information, please see our website at [hse.ie/gdpr](http://hse.ie/gdpr).

If you have any questions in relation to data protection or other issues around the security of your personal information, please contact our Data Protection Officer (DPO) or Deputy Data Protection Officers (DDPOs) in the relevant region.

Data Protection Officer	Email
Data Protection Office HSE	<a href="mailto:dpo@hse.ie">dpo@hse.ie</a>
Deputy Data Protection Officers by region	Email
Dublin and North East	<a href="mailto:ddpo.dne@hse.ie">ddpo.dne@hse.ie</a>
Dublin and Mid-Leinster	<a href="mailto:ddpo.dml@hse.ie">ddpo.dml@hse.ie</a>
West of Ireland	<a href="mailto:ddpo.west@hse.ie">ddpo.west@hse.ie</a>
South of Ireland	<a href="mailto:ddpo.south@hse.ie">ddpo.south@hse.ie</a>

## What if I change my mind and want to withdraw consent?

If you change your mind and want to withdraw consent, you can contact the HSE Press Office by emailing [press@hse.ie](mailto:press@hse.ie) or by phoning 01 921 3909. You can do this at any time of the process.

## What can I do if I want my image or voice removed from already published material?

Unfortunately, we won't be able to remove your image or voice from already published material which you gave consent to before. However, once you have contacted the HSE Press Office to withdraw your consent, we will delete your data from our records.

## How can I get a copy of my image or voice recording?

If you wish to receive a copy of your image and/ or voice recording, please email [press@hse.ie](mailto:press@hse.ie) to request access. We will then email you back a copy of your image or voice recording.