**CONSENT FORM**

**School Name: Date:**

I consent to my son / daughter\*…………………………………................... (Name in full)

taking part in **Civilisation Belfast at Queen’s University Belfast** to be held on 3 March 2017.

I confirm that he/she\* is medically fit to participate.

\* delete as appropriate

Please give details of:

1. Any current medical condition/any medication being taken

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2. Any other relevant information which may affect his/her participation in the visit

(Including allergy or dietary requirements)

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3. Emergency contact numbers:

Home: ………………………………………………………..

Work: …………………………………………………………

Mobile: ……………………………………………………….

Other: ...................................................................

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed ……………………………………………………………… (Parent/Guardian)

Date ………………………………………

In line with equality guidelines, when you attend the course you must not wear clothing which displays emblems or other accessories linked to community strife, including clothing which illustrates an allegiance to a particular sporting team, and/or display any other messages/graphics which are or may be perceived to be offensive.

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is

deemed to be an authorisation by you to allow the university to process and retain the information for the purpose(s) stated.

**Photography Consent**

I, the undersigned, as parent/guardian of the child named earlier, consent to their photograph being taken and/or being filmed, by a representative of Queen’s University Belfast. I understand that \*my / \*the child’s photographic image may be used for the purposes of teaching and learning and in promotional materials for use by Queen’s University Belfast, both in print and digital media, including social media. Images may be shared within the education sector for the purposes of teaching, learning and in promotional materials both in print and digital media, including social media. My consent will remain valid until I advise you otherwise.

\*Delete as applicable

 **Intellectual Property**

I understand that any intellectual property, including copyright and image rights, which arises in the photograph(s) belongs to Queen’s University Belfast. I understand and consent to this form being digitised and linked digitally to the photographs it refers to, and the use of this for administration purposes.

**Data Protection**

Queen’s University Belfast undertakes to treat your personal data in accordance with the provisions of the Data Protection Act 1998. Your personal data will be kept securely and access will be on a need to know basis. You can read the details of our Data Protection Policy on our website at: www.qub.ac.uk/home/RegistrarsOffice/InformationComplianceUnit/DataProtection/

The University reserves the right to retain and dispose of images.

Signed ……………………………………………………………… (Parent/Guardian)

Date ………………………………………