



# MODEL NOTIFICATION AND CONSENT

Use this consent for personal images, testimonials, and recordings of situations when BCIT uses and retains the personal information.

BCIT Department	BCIT Contact Name	Date
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<b>DESCRIPTION OF CONTENT / REFERENCE TO CONTENT</b>

This content will be used for purposes of:

Instructional materials     Marketing and promotions     Other \_\_\_\_\_

BCIT collects personal information, testimonials, voice recordings, video images, and photographs under the authority of the *College and Institute Act* (RSBC 1996, ch. 52). This personal information is used for purposes of developing, delivering, marketing or promoting BCIT's training and vocational education programs and services; employee recruitment; instructor recognition of students in the classroom; and/or related initiatives.

The information may be used in BCIT curriculum, course materials or publications such as, but not limited to: printed publications, audio and video recordings, poster displays, electronic publications and websites, external media, or other promotional media that supports BCIT initiatives. These materials will be made available to the general public or in some cases limited to registered students within a course.

I hereby give to BCIT the exclusive permission for no charge to use the photograph, video images, voice, and/or text of my personal information for reproduction in BCIT course or other published materials or audio and video media formats, instructor recognition documents, and initiatives consistent with educational purposes.

## MODEL CONSENT

Name/Signature	Tel	E-mail
Name/Signature	Tel	E-mail
Name/Signature	Tel	E-mail
Name/Signature	Tel	E-mail
Name/Signature	Tel	E-mail

## RETENTION STATEMENT

Departments and schools file and retain this consent document in Directory of Records classification 1740-05 for marketing and promotions content.

Marketing and Communications files and retains this consent document in Directory of Records classification 1740-10.

For consents related to course materials development, file and retain this consent in Directory of Records 7010-20.