|  |
| --- |
| **DATA USAGE INFORMATION SHEET** |

As part of the DUB-IN project, we collect and use data about participants (i.e. trainees, participants, contributors etc.) in a number of ways as outlined in this document.

**Personal Details**

As part of your involvement with the project, we may collate some or all of the following details from you:

* Name
* Address
* Nationality
* Contact Details
* Relevant Medical Details

These details are being used in the following ways – (1) to register your participation in a training activity for Certification, (2) to contact you in regards to the Dub-in project and (3) provide personalized training and support (where needed). We will not share these details with anyone (individual or organization) outside of the Dub-in project consortium or certification process. Your details will only be shared with members of the Dub-in project consortium who need them to perform any of the three outline data usages.

**Visual, Audio and Audio-Visual Material**

As part of the project we may record photographs, audio recordings or videos to contribute to, develop didactic materials, document and promote activities occurring in the project. For example, we may take a photograph of a training session and share it on social media. When doing so, we will always ask for permission in advance and detail the usage of the material. You will always have the right to opt out of this.

**Feedback, Evaluation and Monitoring Information**

As part of your involvement with the project, we may ask for your contributions to various feedback, evaluation and monitoring processes. This could include (but not limited to):

* Feedback comments – written and oral
* Feedback forms
* Registers
* Pilot planning documentation

This information will be used by members of the Dub-in project consortium to evaluate the project and will only be shared with the EU Commission for project reporting purposes.

**Storage of Data**

Data will be stored by Dub-in project consortium members in compliance with GDPR (General Data Protection Regulation). This will include digital copies of materials being stored on password protected hardware or software, and physical copies of materials being kept in locked cabinets. For further information about your data, to withdraw consent or any other data queries (i.e. access to or a portability request) contact: smi@intras.es

DUB-IN: THE TRANSFORMATIVE POWER OF MY VOICE

CONSENT FORM

As part of the DUB-IN project, we may collect and use data about you in a number of ways. Use the form to indicate which usage you are giving consent for.

**I am signing this form to give permission for:**

**…………………………………………………………………………………………………………………………..…**

For myself (I am over 16)

For (include the name) / as the person’s legal guardian or carer

**Name: ……………………………………………………………………………………………………………………………….**

**Address (optional): …………………………………………………………………………………………………………………..…………..**

**Telephone/Email (optional): ………………………………………………………………………………………………………………………..……..**

I hereby agree to my picture, voice or video being used by the DUB-IN project consortium. I understand the picture, voice and/or video recording could be publicly available on online platforms such as the DUB-IN website ([https://www.dub-in.eu/)](http://www.our-voices.eu)) and may be used in the press/media, newsletters, Internet, reports and other platforms that showcase the work of the Consortium.

I consent to the DUB-IN consortium storing and using the data contained on this form, and any other forms (e.g. feedback form, register) in compliance with GPDR.

I understand that my participation is voluntary and that I am free to withdraw at any time via informing the DUB-IN project.

I have been given an DUB-IN data usage information sheet and have a contact email address to use for data information requests/queries.

Please sign below to show that you agree to and understand the above statement and the check boxes that have been ticked.

Signature: Date: