OSHWAL EDUCATION & RELIEF BOARD

P. O. BOX 49633, 00100, NAIROBI, KENYA TEL: 0142 645 861 / 0735-888845
E-MAIL: administrator@oerb.org

MEDIA CONSENT FORM

Introduction

Oshwal Education and Relief Board (which includes its entities: Oshwal Academy Nairobi, Oshwal Academy Mombasa, Visa Oshwal Boarding and Oshwal College) herewith known as O.E.R.B is registered as a Data Controller and processor (Identification 556-2113-A243) with the office of the Data Protection Commissioner, and we strive to ensure adherence to the data protection regulations while carrying out our day-to-day services and activities. The Institution understands the importance of protecting and putting forth the well-being and privacy of all its stakeholders; thus, we are committed to ensuring that the data we process is handled in accordance with the data protection law.

Purpose

Subject to the prior consent of our data subjects, O.E.R.B. may use photography, audio and/or video footage, including images of data subjects, both internally and externally in relation to school events, activities, programmes and marketing of the Institution. These images could be used in both print and digital media, including but not limited to print and digital publications, photo gallery, websites, e-marketing, advertising, film, social media, teaching, posters and banners on the following platforms (but not limited to): Newspapers, Asian Weekly, O.E.RB social media platforms, YouTube, O.E.R.B Website, Oshwal Academy Nairobi & Mombasa Website, Oshwal College Website and Visa Oshwal Community social media platforms. Some images and recordings will be retained and disposed of strictly in accordance with the Institution's retention and disposal policies, respectively, once they are published.

Commitment

Oshwal Education and Relief Board is committed to safeguarding the rights of our data subjects and processing information in accordance with our Data Protection Policy, Privacy Notice and the Data Protection Act, 2019 and the General Regulations, 2021. The personal data collected on this form will be stored securely and will only be used for the purposes detailed in this consent form.

The Rights of the Data Subject

The following are your rights with respect to the personal data we shall process:

- The right to be informed of the use;
- The right to request access to the information we have processed about you at any time;
- The right to rectify any information which is inaccurate, outdated, incomplete or misleading;

- The right for the data to be erased;
- The right to restrict or object processing of all or part of their data; and
- The right to data portability.

You have the right to withdraw consent for this purpose or inform Oshwal Education and Relief Board to stop using your images at any time, in which case it will not be used in future publications. If you wish to exercise any of these rights, please write to dpo@oerb.org. Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint about how your personal data has been handled, you can contact the Data Protection Officer who will investigate the matter. The officer can be contacted on email via dpo@oerb.org or by calling 0735 888 845 or by writing to the O.E.R.B Data Protection Office at P.O Box 49633-00100, Nairobi, Kenya.

The Consent

I have read and understood this notice, and consent to the collection, use and disclosure of my image/s under the above conditions.

Where the participant is a student aged 18 or over, they will provide consent independently. For participants under the age of 18, or for vulnerable adults, consent will be sought from a parent or legal guardian on their behalf.

Further, I acknowledge and give permission to:

- Photograph and/or video recording during the event.
- Use, reproduce, and distribute these images/videos for promotional, educational and informational purposes.
- Publish these materials in all school affiliated media spaces (e.g., print, websites, social media, digital signage, newsletters, and external platforms), without compensation.

I understand my image may identify me by name, school, the event name and place, as well as any results or outcomes of the activity.

Category: ☐ Parent/Student ☐ Guardian ☐ Alumni ☐ Partner
☐ Employee ☐ Visitor
☐ Other (Please specify)

Event Name:

☐ I hereby give consent for the use of my personal data for the purposed outlined herein.

Name: .....

on behalf of: .....

Signature: .....

Contact Number: .....

Email Address: .....

Date (MM/DD/YY): .....

Role (please tick one)

☐ *Parent/Guardian (for participant under 18 or vulnerable adult)*

☐ *Student (aged 18 or over, consenting for self)*

By signing this form, you consent and agree to the terms set out below by Oshwal Education and Relief Board:

1. To use, for the purposes set out herein, the photograph(s) and/or video footage(s) taken during the Institution's activities, events and programmes and/or any related information (the "Images") featuring you and/ or any ward identified of whom you confirm you are the parent or legal guardian.

2. Will own the images created as a result of the activities, events or programmes completely. The intellectual property (including copyright, trademark, and other related rights) of any data and/or information covered by this consent form shall be assigned to Oshwal Education and Relief Board and will become the property of the Institution.

3. The Institution (comprising Oshwal Academy Nairobi, Oshwal Academy Mombasa, College, VOB and O.E.R.B) and its appointed agents (Marketing team) and partners Oshwal Community) may edit, copy, or adapt the images in any manner deemed appropriate. You hereby give all necessary clearances, permissions, and waivers to facilitate such use.

4. O.E.R.B does not undertake to use the images nor to credit you (or your ward) and if O.E.R.B does use them, O.E.R.B shall not owe any compensation, and you shall receive no payment of any kind, in relation to the use of the images or the above rights in any activities or programmes.

5. That without expectation of compensation or any other remuneration, now or in the future, I give my consent to the O.E.R.B. to use my name and/or image/s (or that of my ward) as described above. The use of the image/s and/or name may also include its distribution to third parties such as media outlets, social media accounts of the school or partners of the school. We will not pass the details recorded on this form on to any other organization, unless legally obligated, without your explicit consent. The contact information which you provide will only be used to reach you about the material you have given consent for.

6. I waive any right to approve the finished product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied. I also waive any right to any compensation or royalties in connection with the use of the image and name.

7. I agree to indemnify and hold Oshwal Education and Relief Board harmless against all claims, damages, and expenses, including reasonable advocate's fees, arising out of the use of the image

and name, including but not limited to claims for invasion of privacy, defamation, and copyright infringement.

8. I have read and understood this form, and consent to the collection, use and disclosure of my image under the above conditions.