**Sharing your story: Adult Skills and Retraining - case study collection- consent information**

Thank you for helping us communicate about learning as part of our new adult ‘Skills for Life’ Adult Skills campaign. By sharing your story and supporting us to develop content such as quotes, photos and videos, we can raise awareness of adult learning opportunities and encourage more people to gain new skills and progress in work.

***Please read, complete and return a scan or photo of page 2 of this form by replying to the email you received to provide consent for us to use your content.***

**About Skills for Life**

The Government will help everyone access the skills needed to get the job they want - whatever their stage of life.

We are investing in lifelong learning, to give everyone the flexibility to train and study so they can gain skills at any point in their life. We’re supporting everyone so they can gain skills for life.

With offers from Skills Bootcamps to essential English, Maths and Digital qualifications, we are able to help more adults have the opportunity to gain new skills and boost their job prospects.

**How we might use your data and content**

The Department for Education might use your first name, age, where you live, and the content we create with you such as your story, comments, photo and/or video in/with:

* Internal communications (e.g. intranet, presentations)
* Digital and printed communications (e.g. website, social media, email, leaflet)
* Marketing campaigns, advertising or media (e.g. events, paid for social media, outdoor advertisements, audio adverts, posters, national/local press)

We may share your information with other government departments and/or third party organisations such as PR and Design Agencies. There may also be opportunity include content in PR and media opportunities, locally, regionally and nationally.

Occasionally we may need to make changes to the content (e.g. use a quote from a transcript, make a video shorter), but we’ll make sure this doesn’t change the intended meaning. By signing this form you are declaring that you understand and are consenting to changes being made.

We may contact you directly to ask for more information or to discuss individual requests from journalists, such as face-to-face or telephone interviews. You’re not obliged to take part in any additional activity with the media. If you’re directly approached by a member of the media to discuss adult learning initiatives, but you haven’t been advised by the Department of Education about a member of the media contacting you, please let us know and don’t discuss the offer with them.

We’ll store your content and contact details in a secure Department for Education system with access restricted to key project contacts. We will hold your data for a year after the project has been completed. After this period, we will delete your content and contact details from our system. Please take a look at our privacy policy, which explains how and why we use and store your data.

You can withdraw your consent at any time. If you withdraw consent, we’ll permanently delete your contact details and content relating to this scheme from our system and won’t use them in future materials. Where your content has been used in the past, we’ll take practical steps to remove it where possible (e.g. website) within a reasonable time period. However, we can’t guarantee that your content can be entirely removed from circulation due to the nature of digital / printed materials and advertisements. If you have any questions or you’d like to withdraw consent / change your contact details, please email us.

**Sharing your story: Adult Skills and Retraining - case study collection- consent form**

**Please complete and return the form below.**

**Details:**

Full name: (IN BLOCK CAPITALS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent:**

I give permission for my content to be used by the Department for Education for:

(Tick all that apply)

**□** Marketing campaigns, advertising or media

**□** Partner/affiliate communications

**□** Internal communications

**□** Digital and printed communications

**□**  Please tick to confirm that you are happy to be contacted by other government departments and third-party organisations like PR and Design agencies to discuss your story

I have read this consent form carefully and fully understand its meaning and implications.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data protection:** The information that you provide here will only be used to contact you about sharing your story in our communications work. We will not pass the details recorded on this form to any organisations that are not mentioned in our privacy notice without your permission.