



Data Privacy Template notice

FOR EVENT PHOTOGRAPHY AND FILMING

Dear attendees of [Event Name_Date_Location]

Please note that filming/photography is taking place [at this event/in this area] for promotional and archival purposes. The photographs and recordings made are likely to appear on our website, printed and online publicity, social media, press releases or funding applications.

The sole purpose of the images taken during the [Event Name_Date_Location] is to help achieve our aims to grab attention for future events, explain the concept of our event, and inspire others to join. We collect, store and use the minimum amount of data we need for this purpose: the images taken during the event. There is no other mentioning of any of your personal information (name, email, address etc).

The images are the property of [Company_name]. They will be stored securely until the next event, after which the photos will be deleted.

If you have any questions relating to data protection or if you would prefer not to be photographed, please contact the [Company_Name] Officer, [officer's_name], tel: [officer's_phone number], email [officer's_email]

Sincerely yours,
[Event_Manager_Name]
[Title]
[Company_Name]