

**Consent Form - AŻ-001**

**General Information**

This information is being collected legitimately in view of the non formal education rendered by Aġenzija Żgħażagħ as a licensed educational institution (Licence No. S9) under the Education Act (Chapter 327 of the Laws of Malta). In valuing the privacy of personal data, Aġenzija Żgħażagħ stores, handles and processes this data, in a respectful and lawful way in accordance with the General Data Protection (EU) 2016/679[[1]](#footnote-1) (GDPR) of 2018 and the Education Act (ibid.) as well its subsidiary legislations, in particular LN522/2010.

Parents/guardians are kindly required to take responsibility in duly compiling and signing all applicable fields. From our part, unless specified otherwise or provided for by law, Aġenzija Żgħażagħ is committed to:

* Ensure the integrity of data, keeping personal data in a secure and controlled environment;
* Grant access to personal data only to authorised officials and on a need to know basis;
* Process personal data solely in relation to the legitimate provision of the service;
* Destroy all data pertaining to the young person within 6 months following the termination of involvement in Aġenzija Żgħażagħ service.

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| 1. **Young Person’s Details** | | | | | | | | | |
| Name |  | | | | Surname | |  | | |
| Identity Card Number | |  | | Date of Birth |  | | Nationality |  | |
| Address |  | | | | | | Post Code |  | |
| Email |  | | | | | | Mobile Number |  | |
| 1. **Parent’s/Guardian’s Details** | | | | | | | | | |
| **Parent/Guardian 1** | | | | | | **Parent/Guardian 2** | | | |
| Name | | |  | | | Name | | |  |
| Surname | | |  | | | Surname | | |  |
| Identity Card Number | | |  | | | Identity Card Number | | |  |
| Address  *If different from Address*  *in young person’s Details* | | |  | | | Address  *If different from Address*  *in young person’s Details* | | |  |
|  | | |  |
|  | | |  |
| E-Mail Address | | |  | | | E-Mail Address | | |  |
| Contact Phone/Mobile 1 | | |  | | | Contact Phone/Mobile 1 | | |  |
| Contact Phone/Mobile 2 | | |  | | | Contact Phone/Mobile 2 | | |  |

In upholding and recognising parental rights and obligations, Aġenzija Żgħażagħ uses the contact details provided above in emergency situations, and to establish and maintain effective communication with parents/guardians, including transmission of Aġenzija Żgħażagħ’s initiatives and educationally valid information. **Aġenzija Żgħażagħ may not be held responsible if it fails to act in response to any legal, medical or other situation impacting on the wellbeing of the young person about which it was not informed**

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| **C. Sharing of Information** | |
| In complying with national legislations and regulations, Aġenzija Żgħażagħ may be required to share information related to the educational service provided to young people. Aġenzija Żgħażagħ is seeking your consent to share information with: | |
| Malta Police Force Yes [ ] No [ ] | This is required when there is an investigation taking place. |
| Professional Medics Yes [ ] No [ ]  \*Limited to authorised Ministry of Health Medical Professional | This includes sharing of sensitive data (as per form AZ-002) when applicable  in view of the nature of medical matters. |
| Aġenzija Żgħażagħ commits to maintain a privacy policy in which none of your personal data may be shared with third parties unless we have your informed  and explicit consent as may be contained within this form, or in any other separate ad hoc forms which may be required to be issued for particular initiatives. | |

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Signature – Parent/Guardian 1 Signature – Parent/Guardian 2 Date

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| 1. **Processing of Audio-Visual Records** | |
| Like all active communities, Aġenzija Żgħażagħ captures, stores and make use of still images as well as Audio-visual recordings primarily, but not exclusively, to share and celebrate accomplishments. In specific circumstances, there may also be processing of such records for educational purposes. In view of this, you are kindly required to express your consent or otherwise on each of the following: | |
| 1. Aġenzija Żgħażagħ is authorised to capture and make use of still images   of the young person for:  Printed Publication Yes [ ] No [ ]  Website Yes [ ] No [ ]  Social Media Yes [ ] No [ ]  Broadcasting Media Yes [ ] No [ ] | 2. Aġenzija Żgħażagħ is authorised to capture and make use of  Audio-Visual (AV) Records of the young person for:  AV Publication Yes [ ] No [ ]  Website Yes [ ] No [ ]  Social Media Yes [ ] No [ ]  Broadcasting Media Yes [ ] No [ ] |
| 3.  Aġenzija Żgħażagħ is authorised to capture and make use of Still Images and Audio-Visual (AV) records of the young person for education purposes.  This may include recordings of practical projects to give feedback and as a quality assurance mechanism to ensure validity and reliability.  Yes [ ] No [ ]  Non-Consent in this clause could affect the educational service provision offered, especially in relation to accreditation of certain programmes. In case of difficulty contact Aġenzija Żgħażagħ | |
| 4.No image, AV record, or reference to staff, young people, Aġenzija Żgħażagħ premises or regalia that pertains to Aġenzija Żgħażagħ, may be reproduced and/or published on printed and/or digital media, including the World Wide Web (WWW) WITHOUT the written consent and explicit consent of the Chief Executive Officer (CEO). To this end it is unlawful for any young person or parent/guardian to post photos or details on the internet (in both public or private groups) that can in any way be related to Aġenzija Żgħażagħ. We are asking for your co-operation to ensure that if any such images or references are posted, they are removed at once.    **I/we confirm to have read and agreed with the content of this section [ ]**  *Kindly tick (√) the box above to indicate agreement* | |
| **D. Educational Activities/Events/Projects/Programmes** | |
| As an educational institution Aġenzija Żgħażagħ regularly organises a variety of initiatives. In view of this a notification advice will be issued accordingly describing the activity/event/project/programme, date, time and location prior to every initiative.    **I/we confirm to have read and agreed with the content of this section [ ]**  *Kindly tick (√) the box above to indicate agreement.* | |
| **E. Data Processors** | |
| Aġenzija Żgħażagħ relies on services provided to it by Data Processors. These include:   * Specific Departments within the Ministry for Education and Employment, as governed by Law, which request data (mostly anonymous, unless otherwise specified) for legislative and service provision purposes. * The management information system operator, which as a third party service provider is commissioned by Aġenzija Żgħażagħ to digitally organise data and digital communication.   Kindly be reassured that we retain ownership and the related responsibility of such data, and that any data processor supporting or commissioned by Aġenzija Żgħażagħ is bound by the same legal safeguards for the protection of your personal data.  **I/we confirm to have read and agreed with the content of this section. [ ]**  *Kindly tick (√) the box above to indicate agreement.* | |
| **F. Right of Withdrawal** | |
| Parents/guardians have the right to opt out of the consent given for any of the different aspects contained in this, or any other form issued by Aġenzija Żgħażagħ, at any time during the young people’s participation at Aġenzija Żgħażagħ. This can be done by putting forward a direct written request addressed to the relevant Manager. Furthermore, parents/guradians shall have the right to request the immediate erasure of all retained personal data in the same manner.  **I/we confirm to have read and agreed with the content of this section. [ ]**  *Kindly tick (√) the box above to indicate agreement.* | |
| **G. Wellbeing and Sensitive Data Processing Form** | |
| According to scope of the programme, educational activity, event or project, a Wellbeing and Sensitive Data Processing Form (Form AŻ-002), may be presented in addition to this form. Form AZ-002 contains matters of a sensitive nature and is to be considered as a separate, yet complementary form to this Form to allow better compliance to the different parameters governing such data, especially further restricted access and specified retention period.  **I/we confirm to have read and agreed with the content of this section. [ ]**  *Kindly tick (√) the box above to indicate agreement of Form AZ-002 if you are asked to fill in such form.* | |

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Signature – Parent/Guardian 1 Signature – Parent/Guardian 2 Date

ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks for duly filling this form.

1. The GDPR may be accessed on <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R0679> [↑](#footnote-ref-1)