



LORETO SECONDARY SCHOOL, ST MICHAEL'S

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Podcast Guest Recording Consent Form

Please complete the details below and sign to confirm your consent to participate in the school podcast.

Podcast / Project Title:	
Supervising Teacher(s):	
Recording Date(s):	
Name of Interviewee:	
Email (optional):	

1. Participation

I agree to participate in a podcast recording organised by Loreto Secondary School, St Michael's.

2. Recording and Use

I consent to the recording of my voice during the podcast. I understand that the recording may be edited and published as part of the school podcast.

3. Publication

The podcast may be published on the school website, school social media channels, or podcast platforms (such as Spotify or Apple Podcasts). Once published online, the podcast may be accessible to the public and may remain available as part of the school podcast archive. The school cannot control or guarantee how the podcast may be shared or redistributed by third parties once it is publicly available online.

4. Data Protection

Loreto Secondary School, St Michael's will process personal data (such as voice recordings and, where relevant, name) for the purpose of producing and publishing the school podcast. Personal data will be processed in accordance with the school's Data Protection Policy.

Further information about how the school processes personal data is available in the school's Data Protection Policy, which can be accessed on the school website or from the school office.

5. Consent

I understand that my participation is voluntary and that I may withdraw consent before publication by contacting the school.

Interviewee

Name: _____

Signature: _____

Date: _____