

MEDIA CONSENT POLICY

European Business Institute of Luxembourg

PURPOSE OF THE POLICY

This policy outlines how the European Business Institute (EBU) may collect, use, and share media—including photographs, videos, audio, and testimonials—for marketing, promotional, and institutional purposes. This includes materials shared by our institution or approved affiliate institutions.

Our intent is to showcase our students, programs, and outcomes in a respectful, ethical, and transparent way.

SCOPE

This policy applies to all students, alumni, event participants, and scholarship recipients whose image, voice, or testimonial may be captured through any official institutional activity, class, or event.

MEDIA USE OVERVIEW

The types of media that may be collected include:

- Photographs
- Video recordings (including recorded classes and training sessions)
- Audio recordings
- Testimonials, feedback, and student quotes
- Screenshots from virtual sessions or learning platforms

These materials may be used for:

- Any marketing or promotional purposes, including digital and print media
- Use across EBU platforms (website, social media, email, etc.)
- Sharing with affiliate institutions or educational partners for approved campaigns
- Educational and institutional reporting

PARTICIPATION IN RECORDED CLASSES AND SESSIONS

EBU regularly records its **live classes, training sessions, and virtual events** to:

- Support students who may need to rewatch or review the content
- Share with other enrolled students or academic stakeholders
- Use selected excerpts for marketing or promotional purposes

By choosing to attend these sessions, you acknowledge and understand:

- That the session may be recorded.
- That your image, voice, name, or contributions may be captured.
- That these recordings may be used as outlined in this policy.

If you do not wish to appear in recordings or have concerns about media use:

- You must notify your instructor or the admin team before the session.
- Where possible, accommodations will be made (e.g., keeping your camera off or not identifying you in shared segments).

TESTIMONIALS AND PERSONAL STORIES

For student spotlights, detailed testimonials, or personal stories, EBU will always:

- Request your explicit consent, in writing or via a recording.
- Give you the option to review the final version before publication.

OPTING OUT OR WITHDRAWING CONSENT

You may withdraw consent for future media use at any time by contacting tech@ebulux.lu

We will make all reasonable efforts to remove your content from future use. However, content already published or distributed may not be retractable.

SHARING WITH AFFILIATE INSTITUTIONS

By providing consent, you also allow EBU to share your media (as outlined above) with approved affiliate institutions and educational partners for their own aligned promotional purposes. These partners are required to respect your privacy and use the media only in appropriate contexts.

STORAGE AND PROTECTION

All collected media is stored securely and only accessed by authorized personnel for institutional or partner use. No media will be sold to third parties or used for purposes outside this policy.

Contact us at any time to ask questions, withdraw consent, or clarify any part of this policy.

Essential Links:

[Contact Us](#)

[Privacy Policy](#) | [Data Protection Policy](#)

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