



The British Driving Society Ltd., Endersley, Church Road, Wingfield, Eye, Suffolk, IP21 5QZ
 Telephone 01379 384 612 email: email@britishdrivingsociety.co.uk
 Website: www.britishdrivingsociety.co.uk

PHOTO AND IMAGE PERMISSION FORM FOR ADULT MEMBERS

IF YOU ARE A DUAL MEMBER A PHOTO-PERMISSION FORM MUST BE FILLED IN BY EACH PERSON

PLEASE USE BLOCK CAPITALS

<u>Full Name of BDS Adult Member</u>	<u>BDS MEMBERSHIP NUMBER:</u>	<u>BDS AREA:</u>
<u>Address of BDS Member</u>		<u>POST CODE</u>

To comply with the General Data Protection Regulations 2018 (GDPR), we need your written permission to use images which identify you by name in BDS publications and media. Please indicate whether or not you consent to photographs, video or film images of you being identified in the following BDS-controlled media : **BDS Yearbook; BDS Newsletter; BDS Website; BDS officially approved Social Media**. We may take photographs at BDS events and use these images in our printed publications, and/or on our website, display boards or promotional material advertising the BDS. We may also make videos or web-cam recordings for promotional or educational use. **Please see notes on Page 2. IF YOU ARE SIGNING THIS ON BEHALF OF A BDS ADULT MEMBER, PLEASE INDICATE YOUR RELATIONSHIP TO THE MEMBER – PLEASE SEE NOTE 3 ON PAGE 2. Please answer the Question in box 1 below, then sign and date the form where shown. Please return the completed form to the above address. Delete as applicable**

1) Do you CONSENT to images of the above named person - which may be taken when you participate in BDS activities, appearing in BDS-controlled media ? IF YOU ANSWER 'NO' TO THIS QUESTION, PLEASE GO STRAIGHT TO BOX 4. IF YOU ANSWER 'YES' TO THIS QUESTION, PLEASE READ BOXES 2 & 3, THEN SIGN THE CONSENT IN BOX 4	YES	NO
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

2) If your answer to the above Question is **YES**, you will be confirming that you **CONSENT** to images of the above named person appearing in each of the following BDS- controlled media together with a caption or other means of identifying you by name : **BDS Yearbook; BDS Website; BDS Newsletter; BDS Official Social Media; BDS promotional material**. If your answer to the above Question is **NO**, then photographs and image of you will **NOT** be identified by name in any of the above BDS-controlled media.

3) Please note that websites and social media sites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please read the conditions for use of these photographs and images on Page 2 of this form

4) PLEASE PRINT CLEARLY USING BLOCK CAPITALS – PLEASE READ THE NOTES ON PAGE 2 BEFORE FILLING IN THIS FORM
 I UNDERSTAND THAT BY SIGNING THIS FORM I AM **CONSENTING / REFUSING** (delete as applicable) TO ALLOWING PHOTOGRAPHS OF THE ABOVE NAMED PERSON APPEARING AND BEING IDENTIFIED BY NAME IN THE BDS-CONTROLLED PUBLICATIONS AND MEDIA SITES LISTED IN BOX 2. . I understand that I may change my decision at any time by writing to or emailing the BDS Office, who may carry out security checks to confirm my identity and my authority for making any changes. PLEASE SEE NOTES ON PAGE 2.

Your Name: _____

Your Address _____

_____ POST CODE _____

Telephone No: Landline _____ Mobile _____

email address: _____

Signed: _____ Date: _____

If signing on behalf of a BDS Adult Member for whom you are responsible, you should confirm your relationship to the Member below (see note 3 Page 2). By signing this on behalf of another person, you are confirming you have authority to give or withhold consent.



BDS PHOTO AND IMAGE USE PERMISSION FORM FOR BDS ADULT MEMBERS EXPLANATORY NOTES

- 1) Please complete this form to confirm whether or not you consent to the BDS using images which identify you by name in BDS-controlled media as specified in box 2.
- 2) If you are Single Adult Member you only need to fill in and return one Photo Permission form. If you are Dual Member, each Dual Member needs to fill in and return a form.
- 3) If you are signing this form on behalf of an Adult BDS Member for whom you are responsible, then you need to describe your relationship to the BDS Member (ie: you are an authorised carer; spouse or civil partner; other authorised person). By signing this form on behalf of someone else, you are confirming to us that you have authority to sign this document on behalf of the named BDS Member. NB: please use the BDS CHILD photo permission form if signing for any Member under the age of 18 years.
- 4) This form is valid during the period of time the named person is a Member of The British Driving Society Ltd.
- 5) You may change the decision you have made on Page 1 of this form at any time, by notifying the BDS Office in writing or by email. We will carry out security checks to confirm that you are you are the person named, or that you have authority to change the original decision.
- 6) If we use photographs of individual people or small groups of people in BDS-controlled media, we will not use the name of anyone in the accompanying text or photo-caption, unless you have signed this consent form giving us permission to do so. We may use the name of your horse, or the type of vehicle your are driving, as this is not data-protected material.
- 7) Please note that newspapers, magazines, television and radio who may attend BDS events or events where there are BDS classes (ie: County shows, etc) are likely to use first names and surnames in their publications/broadcasts, and they are responsible for directly approaching you to obtainin your permission to do so.
- 8) We will not include personal e-mail or postal addresses, or telephone or fax numbers which identify or relate to any person in our printed publications, on video, on our website, BDS-controlled social media sites, nor on BDS advertising boards or materials without your consent.
- 9) We will not identify you to any unauthorised person. People authorised to have access to your name and contact details are: BDS Office (for purposes of maintaining your Membership); BDS Branch Chairman/Area Commissioner/Assistant Area Commissioner (to enable them to contact you about BDS events and activities); BDS Judges at shows/BDS classes (via the schedule); BDS Assessors (when you take a BDS Qualification).
- 10) We may use group or class photographs or footage with very general captions, such as" BDS Members attending a BDS drive", "Members at a BDS event", etc which will not identify individuals by name unless we have your consent.
- 11) We will not knowingly allow anyone to take photographs of or film anyone at BDS events who are not fully or suitably dressed and will take reasonable measures to prevent publication of any such material which is drawn to our attention. We will only use images of people who are suitably dressed in BDS controlled media, to reduce the risk of images being used inappropriately.

PLEASE SEE THE BDS' GENERAL DATA PROTECTION POLICY 2018, ON THE BDS WEBSITE FOR DETAILS OF HOW WE COLLECT, SECURELY STORE, USE, MANAGE, SHARE AND DELETE YOUR GENERAL PERSONAL DATA.