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**Todmorden Amateur Operatic and Dramatic Society (CIO)**

**Consent and Confidentiality Form Adult and Senior Members**

Member’s Name ......................................................................................................................

**Consent**

To enable TAODS to comply with the Data Protection Act of 1998 (with due regard to GDPR May 2018), please read, complete and sign this form.

In all instances below the image or footage may be of an individual, or in a group. Where members are named we may publish full names.

|  |  |
| --- | --- |
| I understand that my image will be used within TAODS and give permission for it to be stored on the personal devices of trusted TAODS members.  For example in development of costume or make-up or in rehearsal photographs | Yes/No |
|  | |
| I understand that voice recordings or videos of me may be taken and used within TAODS and give permission for them to be stored on the personal devices of trusted TAODS members.  For example in development of costume or make-up or in rehearsal recordings | Yes/No |
|  | |
| I give permission for photographs of myself to be used in the society newsletter. I understand that this is delivered in HTML format to society members and public supporters and that the web link to the newsletter is added to the society website. | Yes/No |
| I may be named in the caption or article associated with the image in the newsletter. | Yes/No |
|  | |
| I give permission for photographs, voice recordings or videos of myself to be used on the society's website and our society-managed social media portals. | Yes/No |
| I may be named in the associated captions or articles on the website or social media page. | Yes/No |
|  | |
| My image, voice or work may be used in promotional materials for productions, the society or the Todmorden Hippodrome building.  For example posters, programmes, fliers, brochures, CDs + DVDs. | Yes/No |
|  | |
| I give permission for third party organisations, contracted by TAODS, to take photographs or video footage of myself and use them in local or national publications, on websites, social media portals and on radio or television programmes.  For example local radio stations, TV stations, newspapers, professional photographers and professional theatre technicians – as invited by the society for publicity or development purposes | Yes/No |
| My name may be used in connection with this material. | Yes/No |
|  | |
| I am aware that TAODS uses a third party newsletter service to contact me by email for society based communication. I agree to this third party having access to my contact details.  (Please note that if you wish to withdraw your consent you will need to follow the unsubscribe procedure detailed at the foot of every newsletter.) | Yes/No |
|  | |
| I agree that my personal phone number and email address is circulated between other trusted members of the society in case of legitimate society business contact. | Yes/No |

**Confidentiality**

Members and volunteers are obliged to protect the privacy, integrity and confidentiality of TAODS, its members and its patrons at all times.

|  |  |
| --- | --- |
| I understand that I **must not** disclose personal, confidential or sensitive information about others unless explicitly permitted to do so by the individual themselves or by a society official.  This may include (but is not limited to) contact details, health information, personal history, body measurements, and bank details | Yes/No |
| I understand that I **must not** share images or footage taken by me personally unless explicitly permitted to do so by the individuals represented in the footage.  This may include (but is not limited to) footage taken at rehearsals, at society social functions, in the dressing rooms or elsewhere backstage, and during the performance from onstage or off. | Yes/No |
| I understand that I **must not** share images, footage, notes or correspondence which discloses elements of a production or project unless explicitly permitted to do so by a society official.  ie **NO SPOILERS!** This may include (but is not limited to) photos of costume or set design, recordings of voices or choreography, and notes or correspondence regarding special effects etc | Yes/No |
|  |  |
| I understand that **personal or confidential data** regarding members, patrons or the society is to be **safeguarded** at all times. I understand that if I am entrusted with any kind of data by the society, I **must** take suitable precautions to ensure that data cannot be lost, stolen or inappropriately disclosed.  This may include (but is not limited to) **not** printing paper copies of information unless absolutely necessary, **not** leaving paper copies of data unattended or easily accessible to others (even in your family home), **ensuring** that printed data is **suitably destroyed** once used, **not** leaving devices holding electronic information unlocked and unattended or accessible to others at any time (even in your family home), **ensuring** devices are **locked** or **password protected** when not in use**,** ensuring that documents or data stored in “**the cloud**” are suitably **encrypted** or **password protected,** ensuring bulk emails are sent using **BCC** to preserve confidentiality of personal email addresses | Yes/No |
|  |  |
| I understand that access to other members’ personal telephone numbers and email addresses are meant for society use only (ie in case of absence from rehearsal or to contact on society business). I **will not** abuse this understanding.  This means that you are welcome to contact other TAODS members at reasonable times regarding legitimate society business only. You **must not** use this information to harass or intimidate another member and you **must not** contact them to market products or promote other businesses or organisations. | Yes/No |

* Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are our website, Twitter, Instagram, public Facebook page (Todmorden Hippodrome) and closed Facebook group (TAODS Hippodrome).
* We may continue to use your image or footage after you have left TAODS in promotional materials or on our social media or website accounts.
* We will not include personal telephone numbers, e-mail or postal addresses on video, on our website, on our social media posts or in any printed materials (except in the instance of Executive Committee members and Trustees – and then only with explicit consent).
* Your contact details are retained on file by TAODS for five years **after** the year you last paid membership. You may request that we delete your contact details at any time, by submitting a request in writing to the Executive Committee.
* Members’ names and years of membership are held on record for posterity.
* This Consent/Confidentiality Form should be considered alongside TAODS’s Code of Conduct for Members and the society’s constitution.
* The Executive Committee of the society are responsible for upholding the letter and spirit of this document.

I have read and agree to the requirements set out in this document and in the TAODS Code of Conduct

Signed ...................................................................

Date ...................................................................

**\*Please Note we hold this information in our consent file which is stored in a locked cupboard in the Hippodrome. Should your circumstances change, it is your responsibility to notify the society and complete a new consent form.**