

Media Consent Form



This form seeks permission to capture and use images, video, and audio recordings for promotional, educational, and operational purposes, including social media, websites, printed materials, and training resources.

1. Individual Details

- Full Name of Participant:
- Date of Birth (if under 18):
- Name of Parent/Carer (if applicable):
- Contact Email or Phone:
- Relationship to Riding School:

☐ Rider ☐ Volunteer ☐ Staff ☐ Visitor ☐ Other:

2. Consent Statement

I give permission for the and its authorised representatives to capture and use photographs, video footage, and audio recordings of me / my child / the person I support for the following purposes:

- ☐ Social media (e.g. Facebook, Instagram, X/Twitter)
- ☐ Website and digital newsletters
- ☐ Printed materials (e.g. posters, brochures)
- ☐ Training and educational resources
- ☐ Press and media coverage
- ☐ Internal use (e.g. progress tracking, displays)

I understand that all media will be used respectfully and in line with the school's safeguarding and data protection policies. No personal contact details will be published. I may withdraw consent at any time by contacting the riding school in writing. I understand that once published, media may remain in circulation and cannot always be fully recalled. The riding school will store media securely and restrict access to authorised personnel.

3. Consent Duration

- ☐ I give permission for ongoing use until I withdraw consent.
- ☐ I give permission for use until: (date/event)

4. Signature

Signature of Participant / Parent / Carer:

Name (printed):

Date:

Privacy Notice: Use of Photographs, Video and Audio Recordings

This notice explains how we collect and use photographs, video footage, and audio recordings of individuals during riding school activities. We are committed to protecting personal data and using media responsibly, in line with our safeguarding and data protection policies.

What We Collect

We may capture photographs, video footage, and audio recordings of riders, staff, volunteers, and visitors during lessons, events, and day-to-day activities. These may include identifiable images or voice recordings.

Why We Collect It

Media is used to:

- Promote the riding school through social media, websites, and printed materials
- Celebrate achievements and showcase activities
- Support training, education, and internal development
- Provide updates to families and supporters
- Record progress and participation (where appropriate)

We only use media where we have a lawful basis to do so, typically through written consent or legitimate interest. For children and adults at risk, consent must be provided by a parent, carer, or legal guardian.

How We Store It

Media files are stored securely on password-protected systems or encrypted devices. Access is restricted to authorised staff and volunteers. Files are retained only for as long as necessary and deleted when no longer required or when consent is withdrawn.

Sharing and Publication

Images and recordings may be shared:

- On our official social media channels
- On our website and newsletters
- In printed materials such as posters and brochures
- With press or media outlets (where consent allows)
- Internally for training or display purposes

We will never publish personal contact details or use media in a way that could cause embarrassment, distress, or risk. Where consent is not granted, identifying features will be obscured or media will not be used.

Your Rights

You have the right to:

- Withdraw consent at any time
- Request access to media held about you or your child
- Ask for media to be removed from future use (where possible)
- Raise concerns about how media is used

To exercise these rights, please contact the riding school directly. We will respond within one calendar month.