



# DIRECTORS GUILD APPLICATION

For Educational Group Membership

Part 1/2

## EDUCATION GROUP MEMBERSHIP REQUIREMENT

Education Group Membership is for educational institutions with courses in, or an interest in directing.

## ENTITLEMENTS OF EDUCATION GROUP MEMBERSHIP

- **Monthly e-newsletters and mailings** providing insights into the contemporary working practices of British directors, keeping you informed about: current debates within the industry, forthcoming Directors Guild events and workshops, other suitable UK and international events and schemes of interest to directors in both Live and Recorded Media, members' discounts, etc.
- **Eligibility to nominate students** for Student Membership at the reduced annual rate of £20.00 (instead of £25.00)
- **EGM listing in Directory of Members**
- **50% discount on advert placement** in our Directory of Members: a chance to inform thousands of industry professionals throughout the UK about your school and courses on offer. More information about rates, deadlines, and artwork requirements are available on request.
- **EGM website listing on Training section** on our links page: [www.dggb.or/links](http://www.dggb.or/links).
- **Invitation to selected events:** Heads of Directing/Drama/Filmmaking Departments will be invited to selected DGGB events throughout the year.
- **Advice from the office,** DGGB Board and members on wider directing issues upon request.

## APPLICATION FORM

This form consists of 2 parts: Application & payment form on pages 1, 2 and 3; and Data Protection notice page 4. If you have any queries or difficulties when completing this form, do not hesitate to contact the Membership Department 020 7580 9131. Please complete both pages clearly in block capitals, and send to **Membership Department, DGGB, 4 Windmill Street, London, W1T 2HZ.**

## APPLICATION PROCESSING

Once your application has been received and approved of, you will receive a welcome pack within 2 weeks after payment has been received by the DGGB.

## SUBSCRIPTION PERIOD & FEE

Education Group Membership is generally for the duration of the academic year, September 2008 – August 2009. The standard fee is **£120.00**.

## 1. PLEASE LIST ESTABLISHMENT NAME & CORRESPONDENCE ADDRESS

NAME ESTABLISHMENT: \_\_\_\_\_

ADDRESS LINE 1 \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

POSTCODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PLEASE CONTINUE OVERLEAF

## 2. PLEASE TICK ONE OF THE FOLLOWING METHODS OF PAYMENT

We would like to pay by:

- CREDIT / DEBIT CARD: £120.00**  
Please provide card details below or telephone your card details to the office:  
**020 7580 9131** between 2 – 5pm. Monday – Friday, and return this form to **DGGB Membership, 4 Windmill Street, London W1T 2HZ**; we will process payment upon acceptance of your application.  
Name on card: \_\_\_\_\_  
Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Expiry Date: \_\_\_\_ / \_\_\_\_ Start date or Issue No: \_\_\_\_ / \_\_\_\_  
Security code (last three digits on back of card): \_\_\_\_\_
- BACS / INTERNET BANKING: £120.00**  
To Directors Guild Trust; Sort Code: 56-00-14 A/c: 00129518  
Please return this form to **DGGB Membership, 4 Windmill Street, London W1T 2HZ**
- CHEQUE: £120.00**  
Made out to **The Directors Guild Trust**. Please send cheque with this form to:  
**DGGB Membership, 4 Windmill Street, London W1T 2HZ**

## 3. PLEASE LIST CONTACT DETAILS

2.1 MAIN CONTACT PERSON: \_\_\_\_\_  
POSITION HELD: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

2.2 NAMES OF HEAD/S OF DEPARTMENTS OR COURSE LEADER/S IF DIFFERENT FROM ABOVE:

DEPARTMENT	NAME HEAD OF DEPARTMENT
i.	_____
ii.	_____
iii.	_____

## 4. INFORMATION REQUEST DIRECTORY

- INCLUDE CONTACT DETAILS EGM IN DIRECTORY (NAME AND ADDRESS)**  
PLEASE LIST *IF DIFFERENT FROM ABOVE*:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE CONTINUE OVERLEAF

**THE SCHOOL WISHES TO HAVE ADDITIONAL DETAILS LISTED:**

NAME HEAD OF DEPARTMENT - *PLEASE LIST IF DIFFERENT FROM ABOVE:*

\_\_\_\_\_

PHONE NUMBER - *PLEASE LIST IF DIFFERENT FROM ABOVE:*

\_\_\_\_\_

EMAIL ADDRESS - *PLEASE LIST IF DIFFERENT FROM ABOVE:*

\_\_\_\_\_

WEBSITE

**INTERESTED IN RECEIVING INFORMATION ABOUT ADVERTISING IN DIRECTORY**

**5. INFORMATION REQUEST WEBSITE**

**THE SCHOOL WISHES TO BE INCLUDED ON THE TRAINING LINKS PAGE:**  
**[WWW.DGGB.ORG/LINKS](http://WWW.DGGB.ORG/LINKS)**

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**6. SIGNATURE** \_\_\_\_\_ **DATE** \_\_/\_\_/\_\_

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**DIRECTORS GUILD PROFORMA DATA PROTECTION NOTICE**

**FINALLY: Please read this PROFORMA DATA PROTECTION NOTICE and sign the form below.**

The Directors Guild Trust and the Directors Guild of Great Britain collect and maintain personal and company information in order to carry out their functions as charity/professional organisation, provide membership services and comply with statutory obligations. All personal information is treated with the utmost confidentiality and with appropriate levels of security. The Guild recognizes its responsibility for protecting the privacy of personal and company information. All such information is protected under the Data Protection Act 1998 and all other applicable legislation.

The personal data will be used for a range of activities relating to the running of the Guild including the maintenance of records. All information (updated as appropriate) will be kept throughout membership and, to the extent necessary, for such reasonable period after membership as may be necessary to enable the Guild to maintain contact unless otherwise requested.

Personal data will be available to only our employees and to the public in the limited form (home and/or office or agent) you have stated on your membership form, for the Directory of Members, website search and for requested contact purposes only. We will never pass on your personal data under any other circumstances nor will we sell this information.

From time to time we will use your information for internal marketing and research purposes. This may benefit you by allowing us to negotiate attractive terms and a wide range of additional member benefits, and to contact you with details of any that we feel may be of particular interest. Please understand that if you do not allow us to process information on your behalf this may preclude you from receiving details of any of these additional member benefits and offers in the future. We may also use aggregated and fully anonymized data; this is of use to the Guild and to external parties for research purposes.

Under the Data Protection Act 1998 you have the right to ask for a copy of your information (for which a small fee may be charged) and to request correction of any incorrect information held. Failure to update incorrect information may result in being used as outlined above, for which the Guild cannot hold any responsibility.

This notice may be amended from time to time and will be published with all membership forms and on the Guild website. Any questions or comments about our administration of data may be sent by email to info@dgggb.org.

I AGREE TO ALLOW THE GUILD TO USE MY PERSONAL DATA AS OUTLINED

Please sign here -----

Please print your name here: -----

If applicable: on behalf of (establishment) -----

Date: -----

**WE CAN ONLY PROCESS YOUR APPLICATION IF YOU SEND US FULLY COMPLETED FORMS. PLEASE MAKE SURE YOU HAVE COMPLETED ALL SECTIONS: PART 1 (PAGE 1, 2 AND 3) AND PART 2 (PAGE 4)**