



# Consent for Publication of Personally Identifiable Information

As part of its advocacy efforts on behalf of people with developmental disabilities, the **Montgomery County Board of Developmental Disabilities Services** (MCBDDS) seeks to provide information to the public through various programs and activities, events, facilities, staff, and the individuals and families it serves.

Before **personally identifiable information** is shared, individuals (or their legal guardians) must consent to the release of said information, which may include – but is not limited to – their name, likeness, voice, work, personal or background information and achievements.

This consent form releases MCBDDS from any liability associated with violation of privacy, confidentiality, personal or property rights that individuals or their guardians have in connection with such materials. Consent also affirms that individuals or their guardians a) waive any right to approve said materials, and b) understand that their participation is voluntary, and will not lead to financial compensation of any type.

**The Montgomery County Board of Developmental Disabilities Services has my permission to use my/my child’s name, likeness, voice, work, personal or background information and achievements for community awareness, news or promotional purposes. I understand that publication may encompass presentations as well as print and electronic vehicles, including websites, videos, news outlets, social media sites, and more.**

**In granting this consent, I release and hold harmless the Montgomery County Board of Developmental Disabilities Services, its agents and successors, from liability or harm that may result from the publication of such materials.**

**I understand that this authorization may be revoked or cancelled at any time (except to the extent that action has been taken in reliance on it) by notifying, in writing, the MCBDDS Communications Department at 25 Thorpe Drive, Dayton, OH 45420 or via e-mail at [communityrelations@mcbddds.org](mailto:communityrelations@mcbddds.org).**

Printed name of individual who is the subject of the release: \_\_\_\_\_

## Individual Consent

**I GIVE CONSENT**

**I DO NOT GIVE CONSENT**

I am of full age and am my own guardian. I have read this release or had it explained to me, understand its contents, and agree to allow MCBDDS to publish my personally identifiable information for a period of five years from the date specified below.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

## Guardian Consent

**I GIVE CONSENT**

**I DO NOT GIVE CONSENT**

I am the parent and/or legal guardian of the person or minor named above, and have the legal authority to execute the above release. I have read this release or had it explained to me, understand its contents, and agree to allow MCBDDS to publish the personally identifiable information for a period of five years from the date specified below.

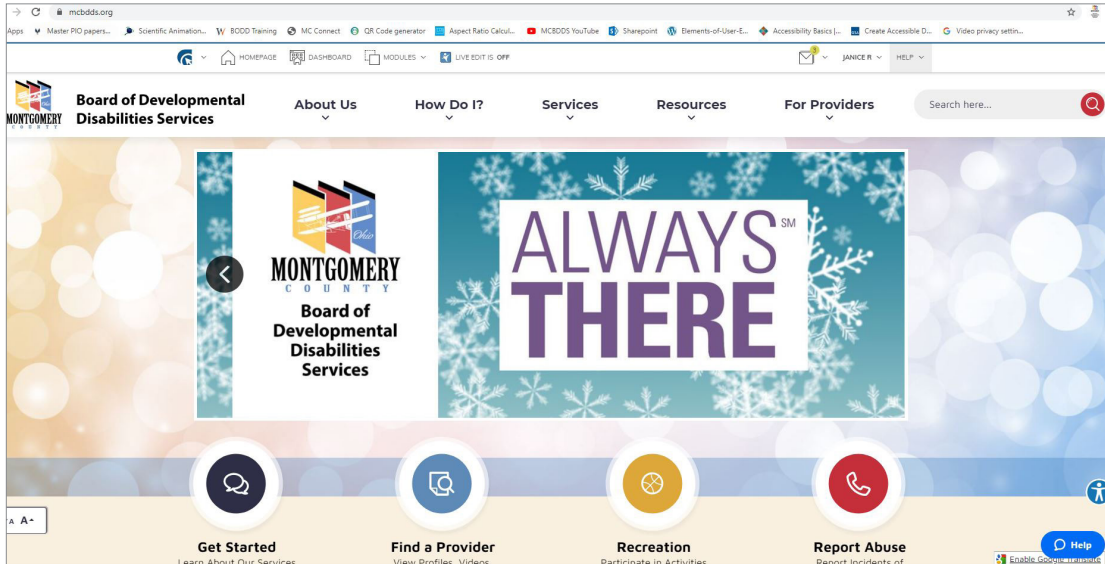
\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

# Explanation of Consent for Publication/ Permission to Publish Form

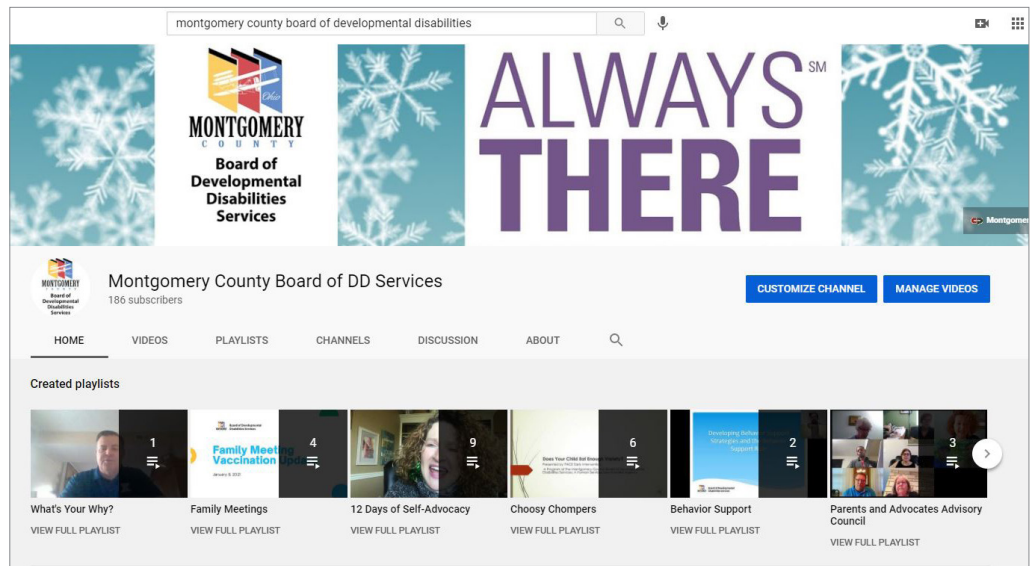
- The Montgomery County Board CAN publish my name, my picture, a picture of my work, or information about my background ONLY if I tell them it's OK and sign their Consent Form.
- I DO NOT have to sign the Board's Consent Form.
- If I DO sign, it means I am telling the Board it is OK to share my information as a way to help people understand the Board's services and its work, or to help people better understand people with disabilities.
- If I sign the form, I'm only giving them the OK to share my information for ONE year. After that, Board staff will have to ask me again.
- My picture or information could be used:
  - On the Board websites, on blogs or online news sites
  - On social media sites like Facebook, Instagram and YouTube
  - In presentations
  - In printed items, like brochures or reports
  - In videos that are shown at meetings or posted to the Board's YouTube channel
  - In a book or story
  - On TV or radio news
  - In a print or emailed publication like a newspaper, newsletter or annual report
  - In ways not listed here
- If I give my OK, I understand that I will not be paid.
- If I give my OK, I understand that I will not be allowed to approve materials before or after they are published.
- If I change my mind and don't want the Board to use my picture or information anymore, I need to tell a member of the Board's staff **in writing**. I can do this, or my guardian can tell them for me. They will need to send an e-mail to **communityrelations@mcbdds.org** or send a letter in the mail to the MCBDDS Communications Director, MCBDDS, 25 Thorpe Drive, Dayton, Ohio, 45420, and explain that I no longer wish for my information to be used or shared.
- If I have questions about this form or how my information is being used, I should contact the MCBDDS Communications Department staff at 937-837-9200 or by emailing them at [communityrelations@mcbdds.org](mailto:communityrelations@mcbdds.org).

# Some of the Montgomery County Board of Developmental Disabilities' Communications Tools



◀ At left is a picture of the Montgomery County Board of Developmental Disabilities' (MCBDDS) **website**. You can find the site by entering [www.mcbdds.org](http://www.mcbdds.org) in the address bar on Chrome, Edge, Firefox, Safari or Internet Explorer. The site has built-in accessibility tools; just click the little blue circle with the white man on the lower right-hand side of the page.

▶ At right is a picture of the Montgomery County Board's **YouTube Channel**. This is where the videos that the Board creates are stored. You can find it by entering the term "Montgomery County Board of DD" in the search bar at [www.youtube.com](http://www.youtube.com).



◀ At left is a picture of the Montgomery County Board's **Facebook page**. To get on this page, you must have a Facebook account. Once you set up an account at [www.facebook.com](http://www.facebook.com), you can find the page by entering "Montgomery County Board of Developmental Disabilities" in the Facebook search bar. Or you can visit the page at [www.facebook.com/MCBDDSOrg](http://www.facebook.com/MCBDDSOrg).