



British Association of Journalists

UK Press Card Scheme

BAJ is a Gatekeeper and director of the UK Press Card Authority, empowered to issue UK Press Cards to BAJ members and associates who are full-time media professionals in an editorial work-flow process.

The UK Press Card is recognised by police forces throughout the UK and by all public bodies. (The card is separate from the BAJ Membership Card).

The Authority's definition of eligibility is that the card is available to people earning the majority of their income from journalism who "need to identify themselves in public."

The card is an electronically imaged plastic card. It bears the BAJ logo, the word **PRESS** in bold letters, the holders name, photograph, job title and card number. The card is valid for two years.

The cost of a UK Press Card is £65.00 (£17.50 to BAJ members). Details of payment will be sent by email when/if your card is approved.

- It is necessary to confirm your eligibility for the card. The cards give journalists recognition in sensitive situations, and it is obviously important that they should be issued only to the right people.
- **Staffers** must, therefore, provide a letter from an executive in their office on office headed notepaper certifying their eligibility for the UK Press Card.
- **Freelancers** must, therefore, provide a letter from a senior executive on the publication/radio/TV network/ website for which they work regularly. The letter, on the organisation's original headed notepaper, has to certify their eligibility for the UK Press Card. This must not be a photocopy, scan or PDF.
- The letter is a requirement of the UK Press Card Authority. You do not have to say to an executive that you want the letter for BAJ. You can just say you need it to apply for the UK Press Card. If anyone has any difficulty obtaining a letter, please contact the BAJ office to discuss the problem.
- The second part of the form will be forwarded to Custom Card IBS, the Hampshire company which produces the cards. Your job description must be the same on both parts of the form. (The first part shows the categories).
- You will see that you need to choose your own **Personal Identification Code**. It must be six digits or letters. Use a date of birth, a name, part of a name, a code word, or anything.
- Please note that your personal information contained within this form will need to be collected and processed for administrative purposes and to allow your application for a UK PRESS CARD to be managed and processed. Your personal information will accordingly (in order to enable us to provide you with your UK PRESS CARD) be subject to collection, use, storing, processing and transfer to third parties to meet legal, statutory, legitimate interests and contractual obligations in line with BAJ Privacy Notice and in line with the UK Press Card Authority Privacy Notice attached to this form.

The UK Press Card Authority operates a 24-hour Verification Hot-line. Anyone querying a journalist's identity can call the phone number on the back of the card and ask for the PI Code listed against your card number. Be ready to give your PI Code for corroboration. Should you ever lose your card or have it stolen, let BAJ HQ know immediately and report it to your local Police office.

Send your completed forms to

**British Association of Journalists
PO Box 742
WINCHESTER
SO23 3QB**

UK Press Card Scheme: Part One for BAJ Records

Name _____

Address _____

Mobile Number _____ Email Address _____

Tick the appropriate box below

I earn the majority of my income from journalism and I need to identify myself in public while on assignments. My job title is:

Reporter Photographer Writer Researcher

Other position (give full details) _____

I am

STAFF working for _____

I enclose an original letter (not a copy) from an editorial executive in my office on company headed paper. This letter says: I certify that (put name) is eligible for the UK Press Card because he/she is a staff (put job description) who needs to identify himself/herself in public while on assignments.

FREELANCE working regularly for _____

I enclose an original letter (not a copy) from an editorial executive on company headed paper for whom I regularly work. This letter says: I certify that (put name) is eligible for the UK Press Card because he/she is a freelance (put job description) who needs to identify himself/herself in public while on assignments.

I understand that the UK Press Card remains the property of BAJ at all times and I shall return it to the BAJ if I leave the union, fail to pay my membership fee's or move to another job where I no longer qualify for the card. I accept that verification of the card will be withdrawn if I do not return the card in these circumstances and that the card will be reported to the UK Press Card Authority and the National Police Chiefs' Council as withdrawn.

Signed _____ Date _____

UK Press Card Application Form

Office Use Only

CARD NUMBER	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; text-align: center; width: 25px;">B</td> <td style="border: 1px solid black; text-align: center; width: 25px;">A</td> <td style="border: 1px solid black; text-align: center; width: 25px;">J</td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;"><i>Alpha</i></td> <td colspan="9" style="text-align: center; font-size: small;"><i>Numeric</i></td> </tr> </table>	B	A	J								<i>Alpha</i>	<i>Numeric</i>									UNTIL END	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> <td style="border: 1px solid black; width: 25px;"></td> </tr> <tr> <td style="text-align: center; font-size: x-small;"><i>Month</i></td> <td colspan="3" style="text-align: center; font-size: x-small;"><i>Year</i></td> </tr> </table>					<i>Month</i>	<i>Year</i>		
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SURNAME

FORENAME

ADDRESS

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PIN NUMBER

Please give your own unique PI Code, alpha or numeric. This may be needed for verification purposes.

DATE OF BIRTH

JOB DESCRIPTION

CATEGORY OF EMPLOYMENT
 STAFF FREELANCE *Tick applicable category*

HAVE YOU EVER HELD THIS PRESS CARD?
 YES OR NO

HAVE YOU EVER BEEN REFUSED THIS PRESS CARD BEFORE?
 YES OR NO

I certify that the above particulars are correct and true

APPLICANT'S SIGNATURE (NOT DIGITAL)

Return the completed forms to the British Association of Journalists, **together with a recent colour photograph** (with a light background) of passport style and size at good resolution.

Office Use Only

I certify that the applicant is a responsible member of this organisation who meets the agreed criteria for the Press Card.

Authorised by _____ (signature) Position _____

Daytime Phone: 020 7353 3003

Agent's Stamp or Signature _____ Date _____

UK PRESS CARD AUTHORITY PRIVACY NOTICE

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British Association of Journalists operating from PO BOX 732, Winchester, Hampshire, SO23 3QB are registered with the Information Commissioner's Office and act as the data controller in the collection, use, storing, protection and transfer of your personal information. The person in charge of ensuring your data protection rights is Annette Raitz, and can be contacted on our main office number.

BAJ collect your personal information to meet our legal, statutory and contractual obligations to enable us to provide you with your UK PRESS CARD. We will never collect any unnecessary personal data from you and do not process your information in any other way

The personal data that we collect from and process for you is: –

- Name
- Home Address
- Telephone Number
- Mobile Number
- PIN / Password to identify yourself as required by the authorities (Police if required)
- Date of Birth
- Job Title
- Employing organisation (if required)

-
BAJ takes your privacy very seriously and will never disclose, sell or share your data, unless required to do so by law. We only retain your data for as long as is necessary.

You have the right to access any personal information that **we** hold or process about you and to request information about: –

- What personal data we hold
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

Your also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, however if this right, is exercised then your UK PRESS CARD will no longer be valid

If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure

We do not share or disclose any of your personal information without your consent, other than for the purposes specified, unless there is a legal requirement or to enforce our terms and conditions.

BAJ do not transfer your data outside of the EEA for the purpose of the Press Card Authority application and will always ask for consent if this becomes a requirement.

We utilise the following processors who act on our behalf to provide the card production and the daily preparing of the data for the PRESS CARD VERIFICATION service. They act in accordance with instructions from us as part of the UK Press Card Authority, Gatekeepers committee and comply fully with this and their own privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Custom Card IBS
The Lennox
Lennox Road
Basingstoke
Hampshire
RG22 4AP

The Press Association
PA News Ltd
Central Park
New Lane
Leeds
LS11 5DZ

The Press Association provide the virtual 24-hour call centre for the PRESS card verification line. Each day they receive an up to date list of all valid cards with the associated PIN number / password (nothing else) from Custom Card - IBS. They will then confirm to the police or who ever requests information whether card is valid or not after the proper holder has given their password. The validity of the card is then confirmed or denied and that is all that is given to the person requesting the verification

The above parties do not process your information for any other purpose other than issuing, verifying and/or administering your press card and will never share or disclose your data save for where it is necessary for the purpose of issuing, verifying and/or administering your press card.

The companies in this notice take your privacy seriously and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place,

Lodging A Complaint

BAJ and Custom Card - IBS only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
SK9 5AF
0303 123 1113

