



## SPACE ACADEMY HOLIDAY CLUB REGISTRATION AND CONSENT FORM



Melbourn Baptist Church, Tuesday 27<sup>th</sup> – Friday 30<sup>th</sup> August 2019

*Please use a separate form for each child.*

*Completed forms should be returned to: Holiday Club, 36 Orchard Rd, Melbourn SG8 6HH*

Child's full name:

Child's address:

Date of birth:

Male / Female

Parent's / Guardian's full names:

Relationship to the child:

Telephone numbers:

Email address:

*(We will email you to confirm that your child has a space)*

Any known allergies, medical conditions, dietary or health issues that may affect your child whilst at the club?

My child will attend on:

Tuesday 27 <sup>th</sup> August 10:00 – 12:30	Wednesday 28 <sup>th</sup> August 10:00 – 12:30
Thursday 29 <sup>th</sup> August 10:00 – 12:30	Friday 30 <sup>th</sup> August 10:00 – 12:30

We hope to attend the family service and BBQ on Sunday 1 <sup>st</sup> September 10:30 – 2:00	Yes	No
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Cost: £2 per day or £6 for all four days. (No charge for the Sunday)

I have enclosed cash/cheque *(please circle)* for £ \_\_\_\_\_ with this form.

*(Please make cheques payable to: 'Melbourn Baptist Church')*

Your privacy is important to us. The personal data included on this form will be treated with care in accordance with our data protection policy and privacy notice (see overleaf).

I give permission for my child's and my details to be kept in order to inform us of future events that may be of interest. **Yes/No**

I give permission for photographs of my child to be taken whilst at the holiday club, which may be used for publicity, such as in the local press, church website or Facebook page. **Yes/No**

In the unlikely event of illness or accident, I give permission for appropriate first aid to be given. In an emergency and if I cannot be contacted, I am willing for my child to receive hospital, paramedic or dental treatment including anaesthetic. **Yes/No**

Signed

Date

(Parent or adult with parental responsibility)

## Privacy notice

Under data protection legislation the Charity Trustees of Melbourn Baptist Church are the Data Controller and can be contacted by ringing 07568 376027 or emailing [secretary@melbourn-baptist.org.uk](mailto:secretary@melbourn-baptist.org.uk).

We are collecting this information to enable the church to run the Holiday Club safely and ensure we can contact you (or other nominated adult) in case of an emergency. Data protection allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our Holiday Club.

The information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the minister, safeguarding officers and Holiday Club leaders will have access to this information. In addition, a summarised version of the information (not including detailed medical information) will be held in a password-protected electronic database, accessible only by Holiday Club leaders.

The forms and information on the database will be destroyed once Holiday Club has finished, unless you have indicated that you would like us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

A simple daily register, including only your child's name and an indication of whether they were present, will be kept on paper for 25 years for safeguarding purposes. This will be kept in a securely locked cupboard in the church office.

If you are concerned about the way your information is being handled, please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Our full data protection policy is available on request.