Please complete the following form as confirmation of your son/daughter’s information, so that we have all we need to keep you informed, and to keep your young person safe as they take part in activities with Hub104.

|  |  |
| --- | --- |
| **Young Person’s Information** | |
| First Name: | Surname: |
| Date of Birth: | Gender: |
| School and School Year: | |
| Address: | |
| Postcode: | Young Person’s Mobile: |

|  |  |
| --- | --- |
| **Medical Information** | |
| Any medical issues, disabilities or allergies we need to know about? |  |
| Does s/he take any medication? |  |
| Any dietary requirements? |  |
| Please note down any other information it would be useful for us to know. Continue overleaf if needed. | |

|  |  |
| --- | --- |
| **Parent / Carer’s Information** | |
| Name: | Address (if different from above): |
| Relationship to child: |
| Contact number: |
| Email: |

|  |  |
| --- | --- |
| **Second Emergency Contact** | |
| Name: | Relationship to child: |
| Contact number: | |

PLEASE TURN OVER TO COMPLETE THIS FORM

Please tick the following boxes to give your consent. If you have any questions about these, please get in touch.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
|  |  | We would like to celebrate and promote what we are doing by publishing photos of young people engaging in activities. Do you give permission for us to use photos of your child for publicity (this may include internal presentation, social media accounts or our website)? (Personal details will NOT be published) |
|  |  | I give permission for the youth team to contact me in relation to *future* events that myself or my child may be interested in attending, e.g. the King’s Carol Service. |
|  |  | I give permission for the youth team to contact *my child* directly. |

**Upon signing this form you confirm that you agree to the following:**

I give permission for the young person named above to attend activities organsied by the youth team at King’s Church. I understand that while involved s/he will be subject to the authority, discipline and care of youth workers, who are approved by the Church leadership, and that, while leaders will take all reasonable care of young people, they cannot necessarily be held responsible for any loss, injury or damage to property suffered during, or as a result of, organised activities. However, in the event of injury or illness a trained member of the Hub104 team will administer first aid treatment (where necessary and up to their level of qualification) and/or call the emergency services. We will contact you, the parent/guardian, at the first possible moment (this may be before or after action is taken, dependant on the urgency of the situation).

I accept that the youth team may contact me regarding the involvement of my young person in activities they are participating in or to ask for clarification regarding any information contained in this form. I confirm that all the information here is correct and I will notify King’s Church of any subsequent changes as soon as possible.

I agree to the terms of the privacy notice below.

**Parent / Carer Signature ………………………………………… Date………………**

**PRIVACY NOTICE**

**What we want and why**

We want to know the basic personal data of you and your child for the purpose of contacting you with further information about youth events that your child attends and most importantly so that we can keep your young person safe whilst they are in our care. We will not collect any personal data from you that we do not need in order to do this, and we only keep it for as long as we need to, or until you ask us to remove your information from our records.

**What we do with it**

King’s Church is the *data controller* of the personal data that you provide to us. All personal data we receive is processed by our staff and volunteers. It is not shared with anyone else unless the law allows us to do so. We have a Data Protection Policy in place to oversee and secure the processing of your personal data. This Data Protection Policy and a full version of this Privacy Notice are available on our website: [www.kingschurchedinburgh.org](http://www.kingschurchedinburgh.org/)

**Your rights**

If you believe the data we hold concerning you is incorrect you can request to see this information and have it corrected or deleted. If you are concerned about the way your information is being handled, please email: info@kingschurchedinburgh.org. If you are still unhappy you have the right to complain to the Information Commissioners Office.