

Please fill in the whole form in BLOCK CAPITALS

This agreement is made on the terms set out below and is between Calderdale Council and "you" the Child's Parent or Guardian named below and the Child

Your Details

What is your name?		How old are you?	
What do you like to be called?		What is your date of birth?	__ / ____ / ____
Telephone Number:		Home Address	
Email Address:			
Who do we contact in an emergency?			
1. Name		Postcode	
Contact telephone number:			
2. Name			
Contact telephone number:			
Activities and Behaviour:			
What activities do you like doing?			
What activities don't you like?			
Do you need one to one support for Indoor and Outdoor activities?			
Do you have any difficult behaviour such as hitting, spitting, biting or running off?			
What is the best way to deal with this behaviour?			
Is there anything else we need to know?			
Personal Care Needs:			
Do you need reminding to go to the toilet?			
Do you need assistance to go to the toilet?			
If yes, please describe the type of assistance you need:			
Do you have any food allergies?			
Do you need your own support worker or Personal Assistant (PA)?			
Do you need or use any special equipment?			
Do you walk, use aids or use a wheelchair?			
Do you have any other health issues we need to know about?			
Communication:			
Is there anything we need to know about how you prefer to communicate?			

Consent (to be completed by Parent or Guardian):

No booking can be confirmed until Parent or Guardian's consent is received. Please ensure all information on this form is checked carefully as this will be relied on in case of emergency and to provide appropriate care

Name of Parent or Guardian:	
Parent or Guardian's Contact Telephone Number:	
Parent or Guardian's Address:	
Post code:	
Email address:	

IMPORTANT – USE OF YOUR INFORMATION

You have the right to know how we use personal information. It is important that you should read the "HOW WE USE YOUR INFORMATION" below **before** you sign.

By signing this agreement you warrant, declare and acknowledge that:

- 1 The information given by you in entering into this agreement is correct and will be relied upon by us
- 2 You should read this agreement, including any terms and conditions given to you, before signing it.

Signature of Child's Parent or Guardian		Date	__ / ____ / ____
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Please return to: Debbie Greenwood or Teresa Hall, Jam Packed Summer, ~~110, Chapel Street, North Bridge, Halifax, HX1 1NG~~
Email: debbie.greenwood@calderdale.gov.uk or teresa.hall@calderdale.gov.uk

HOW WE USE YOUR INFORMATION

Calderdale Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the purposes of providing you with a Children's Activity Booking at one of our Centres (Brighouse Pool and Fitness Centre, Halifax Pool, North Bridge Leisure Centre, Sowerby Bridge Pool and Fitness Centre, Todmorden Sports Centre).

We need to collect this information in order to maintain accurate records of your child's name, date of birth, contact details, eligibility for any discounts as well as details of any transactions and bookings made. Questions on Health and Emergency contact are for the safe guarding of any person under 18 whilst in our care. Please ensure you read the Terms and Conditions for your Child's Activity Booking carefully.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. Details of all financial transactions made must be recorded accurately for compliance with HM Revenue and Customs regulations on financial accounting.

You may withdraw this consent at any time by writing to Gary Byrnes, Sports Service Manager at North Bridge Leisure Centre, North Bridge Street, Halifax, HX3 6TE or by email to Gary.Byrnes@calderdale.gov.uk. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Councils Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk

Your Child's name, parent or guardian's name, contact details, eligibility, transactions, bookings and any safeguarding information are recorded electronically on our system to maintain up to date records and all paper application forms securely destroyed. This information will be kept for a maximum of 7 years or until such time as the data is reviewed by us or removed at your request under standard terms. In the event of any claim involving a child under the age of 18, we may be required to retain your child's information till they reach the age of 21 for health and safety compliance.

Paper registers will be provided to instructors for each session. These will contain skeleton information only for the safeguarding of your child at each session. Name, age, award status if applicable, emergency contact and safeguarding information. On completion of the booking paper copies will be securely destroyed.