

**Community@NE66 Charitable Trust**, Alnwick Community Centre, Howling Lane, Alnwick, NE66 1DN

Tel; 01665 602 856

E-mail; [admin@communityatne66.org.uk](mailto:admin@communityatne66.org.uk) Web; <http://communityatne66.co.uk>

**4-18 yr old client consent and member information form.**

<b>Child's name</b>	
<b>Address</b>	
<b>D.O.B</b>	
<b>Home phone no.</b>	
<b>Language(s) spoken at home</b>	
<b>Doctor's name and address of Surgery</b>	
<b>Dentist's name and address of Surgery</b>	
<b>Does your child have any allergies? If yes please give details....</b>	
<b>Does your child have any medical conditions? if yes please give details....</b>	
<b>Does your child require any medication? Please give details...</b>	
<b>Does your child have any special food requirements? If yes please give details...</b>	

*Community@NE66 Charitable Trust (Charity reg: 1171202).*

Supported by;

Alnwick & Denwick Relief Fund, Alnwick Town Council, Northumberland County Council, Alnwick Baptist Church, Aviva Community Fund, Ballinger Trust, Big Lottery, Neighbourly, Northumberland Children's Trust, Northumberland Communities Together, Northumberland Estate, Scholfield Trust, St James' Church Alnwick, Sir James Knott Trust, St Paul's Educational Fund, The John D Endowment Fund, The Percy Trust, The REEDS Family Fund. .

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<b>Name of parent/carer</b>	
<b>Relationship</b>	
<b>Contact no:</b>	
<b>Address if different from child's</b>	
<b>Emergency contact 1</b> <b>Name:</b> <b>Address:</b> <b>Contact number:</b>	
<b>Emergency contact 2</b> <b>Name:</b> <b>Address:</b> <b>Contact number:</b>	
<b>I consent to my child taking part in all Centre based activities offered</b>  <b>Signed by parent/carer.</b>	
<b>Date:</b>	

**What information we record and store regarding your child - how we are GDPR compliant.**

Community@NE66 and our partner agencies work to strict confidentiality and safeguarding policies. This means that we may record conversations with your child, their interactions with others and any other observations that would support us to promote their wellbeing. These may be recorded on sessional evaluations or individual clients notes and are stored confidentially either in hard copy 'under lock and key' or confidentiality on an encrypted on-line systems.

**We can not meet our duty of care without holding such records, therefore we are unable to work with children and young people who do not have this consent.**

**Please confirm that you consent with the above record keeping and storage of your child's data.**

**Signed;** **Date;**

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### Your consent to how we share this information.

#### ***Social media, articles and publications, this may include your child's image and name.***

We will only share your child's image and, or name to celebrate their achievements for the purpose of promotion of our work and positive contributions. We will only do so with your expressed consent (please complete below).

I **DO/ DO NOT** CONSENT TO MY CHILD HAVING THEIR PHOTOGRAPH TAKEN AND DETAILS BEING SHARED AS DESCRIBED IN THE SECTION ABOVE.

Signed by parent/carer;

Date;

#### **Research, assessments of need, publications and funding applications.**

The data we hold on your child including the data on this form and our client notes forms an important part of how we show the impact of our work and how we can demonstrate it is needed, without this information we are unable to attract funding. We always anonymise this information it will be presented as a statistic in a certain population group or as an anonymous case study. We will never share your child's name or other identifying information to third parties (unless legally permitted under the Children's Act 2004).

I **DO/ DO NOT** CONSENT TO MY CHILD'S DATA BEING USED ANONYLSY FOR THE PURPOSE OF RESEARCH, PUBLICATIONS AND FUNDING APPLICATIONATIONS. I CONSENT WITH THE INFORMATION BEING SHARED WITH THIRD PARTIES

Signed by parent/carer;

Date;

#### ***Your and your child's right to 'be forgotten'.***

Under GDPR legislation there is the right for all data held by an organisation to be destroyed and 'forgotten'. However, the right for the organisation to retain any documents that may protect itself from liability or that are required under the Children's Act of 2004 are not legally required to be removed.

**If you wish to have your child's data removed from our organisation please submit this in writing to;**  
**Community@NE66 Charitable Trust, Alnwick Community Centre, Howling Lane, Alnwick, Northumberland, NE66 1DN.**

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