

REGISTRATION FORM

Dear parent / guardian, please complete this form and hand in to the Playrangers team.

Please be aware that it is down to your discretion to leave children alone at session. We always recommend children under 8 years old have a responsible adult with them. If your child cannot be responsible and accountable for their actions, please do not leave them at session without a responsible parent or guardian.

Thank you

Child's first name: _____ Surname: _____

Preferred name (Nickname): _____ male / female Date of birth: _____

School attended: _____

Session Venue (please circle):

Parent / Guardian Name: _____

Pirbright Chilworth Park Barn

Emergency Contact Numbers:

Bushy Hill Ash Bellfields

1) _____

2) _____

Email address (please print): _____

Medical information; please inform us of anything relevant you feel we should know about e.g. medical conditions, learning or physical needs, allergies:

I hereby give my consent for emergency medical attention to be sought for my child if necessary when attending a Playranger session.

Signed: _____ Date: _____

Print Name: _____

Privacy Statement

Guildford Borough Council takes data accuracy and security seriously. The name of the child and any additional data you have provided to us is for the purposes of enrolling the child on this scheme and related administrative purposes. Information you provide to us will be used to:

- send you information by e-mail or to contact you by telephone with information about our play and leisure services
- contact a parent or carer in the event of an emergency
- check to see if a young person has any medical conditions or allergies in the event of an emergency

The personal information of both yourself and the child will be stored and processed securely in line with the Data Protection Act 1998 and other relevant legislation. It will not be disclosed to third parties for marketing purposes. We will only keep this information for as long as is administratively necessary.

We may however share the child's information with third party organisations for grant monitoring purposes, or local hospitals in an emergency situation. Further details are available on our website -

<https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk)

Staff print name:

Date recorded :

Photography, filming or recording consent form

So that Guildford Borough Council can comply with data protection and confidentiality regulations, we need your written consent to allow us to publish your still images/photographs, moving images or audio. You should only agree to us using the photograph, film or words if you feel completely happy with us doing so. You are under no pressure or obligation to sign this form to give your own consent - or to give consent for someone else as their parent or guardian.

Please complete and sign the relevant sections below

- **SECTIONS A and B** - complete both sections for yourself - **OR** - the person you are giving consent for
- **SECTION C** - sign to give consent for someone else as their parent or guardian

SECTION A – About the person in the photograph, film or words that you are giving consent for.

Full Name		Age if person is under 16	
Address			
Email (optional)			

SECTION B – Consent

I give consent for Guildford Borough Council to publish, republish or transmit for the following purposes:

We may use the photograph, film or words to publicise events, include in press releases issued to the media, in newspaper articles, magazines and other media such as websites, social media, information leaflets, electronic newsletters and presentations.

Please circle - YES or NO

SECTION C – Your signature to give consent for photograph, film or words as someone’s parent or guardian

I am the parent or legal guardian of the person identified in *SECTION A* and in the photograph(s), filming and/or recording. I understand the above request and give informed consent for the uses in *SECTION B*.

Full Name		Relationship to person in Section A	
Signature		Date	

You can contact the Council’s Information Rights Officer by emailing iro@guildford.gov.uk - calling 01483 505050 or writing to them at Guildford Borough Council, Millmead, Guildford, GU2 4BB at any time and ask us not to use the photograph, film or words.

Consent forms will be securely stored by the Council service that gained your consent. Please remember that once an article is published and in circulation (especially online) it may be copied and used by others. If you ask us not to use the photograph, film or words in future we will comply with your request and will do our best to stop others doing so, but we cannot guarantee this.