

We are collecting this information to enable the church to run the Staycation Holiday Club safely and ensure we can contact you (or other nominated adult) in case of an emergency. We are unable to accept your child on the Holiday Club without this information. Please return to [cypchapel@gmail.com](mailto:cypchapel@gmail.com) or Gillian Jones, 4 Pwll-y-min Crescent, PSE.

**CHILD(REN’S) INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name |  |  | Date of Birth. |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Your Details (Parent/Carer)**

|  |
| --- |
| Name:  Address:  Relationship: |
|
|
|
| Phone: Email: |
|

**Emergency Contact Details (please give two in case first choice is unavailable)**

|  |
| --- |
| Name: Name:  Address: Address:  Relationship: Relationship: |
|
|
|
| Phone: Phone: |
|
| **Special requirements** |
| Any medical requirements: |
| Any dietary requirements: |

**I give / do not give** [delete as required] permission for photos of me and /or my children taken at Staycation Holiday Club by a Croes-y-Parc Chapel official photographer to be used for publicity (ie on a Powerpoint, church magazine, newsletter, social media, local paper). I am aware that this church will always ensure the pictures are respectful in their nature and appropriate to the activity promoted, and that no link can be made between the image of my child and his/her full name, address, email etc. in order to avoid personal information being displayed or accessed publicly.

Data Protection legislation allows us to process this information as we regard it as being in the church’s legitimate interest. 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, or if sent electronically, on a password protected computer. Only the Pastor, Safeguarding Officer and Staycation team will have access to this information.

The forms will be destroyed once the activity has finished unless you have ticked the box asking 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.

**I consent to being informed about future activities that might be of interest to my child.** ⬜

**My preferred method of contact is: Email:** ⬜ **Phone:** ⬜ **Post:** ⬜ **Text:** ⬜

Under Data Protection legislation the church Elders of Croes-y-Parc Chapel are the Data Controller and can be contacted by ringing 01446 760905 or emailing cypchapel@gmail.com. If you are concerned about the way your information is being handled please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioner’s Office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | | Date |  |
| Name (please print) | |  | | |