

Dear Parent / Guardian,

Please complete and return the bottom section of this form to church having filled in both sides. This form is required so the leaders have the information they may need in the event of an emergency.

**If any of the information given in this form changes, it is your responsibility to let us know as soon as possible.**

### Section 1a: Information

Full Name of Young Person

Date of Birth

Name of Parent / Guardian

Phone Number(s)

Address

Email Address

Name of additional contact

Phone Number(s) of additional contact

#### Data Protection

Your privacy is important to us at Brookdale Church. The information we collect will be treated in accordance with the UK Data Protection Act 2018. The information given in section 1 is required to enable us to run Brookdale Bible Class safely. The information will be held in paper form securely locked on the church premises. It will only be made available to the leaders of Brookdale Bible Class and the leadership team of Brookdale Evangelical church for the purpose of running Brookdale Bible Class. In an emergency the medical information may be made available to medical professionals. We will not share any information with any third parties unless the law requires us to do so. The information in section 1 will only be retained for the academic year 2019-2020, it will be destroyed in September 2020 and new information will be sought for the next academic year. Section 2 will be retained for as long as we retain any images or video files. You have the right to request access to your personal data we hold and request that we delete any information we hold. Brookdale Church's Data Protection Officer is Frances Down and can be contacted in writing at Brookdale Evangelical Church, Brookdale Avenue, Ilfracombe, EX34 9DB.

### Section 2a: Parental Consent

I  give my consent as parent / legal guardian to the leaders of Brookdale Bible Class for  to attend and participate in the normal activities of Brookdale Bible Class. In addition I give the leaders permission to act on my behalf, using the information provided on this form, should the need arise. If for any reason my child needs to leave early I will provide consent for this. I understand that separate permission will be sought for activities and outings outside the normal meeting times of the group, or when held at a different location.

Signature of Parent / Guardian

Date

Brookdale Bible Class is run by volunteers (all of whom have been Disclosure and Barring Service checked) at Brookdale Church, Ilfracombe on Sunday mornings during the morning church service. This starts at **10:30am** and is finished at approximately **12pm**.

It is for all young people from the second term in year 6 until the end of year 11.

You can contact the leaders of Brookdale Bible Class as below:

Emma Nottage: 07805 387473

Tina Gray: 07814 038228

## Section 1b: Medical Information

Name of Doctor

Doctors Address & Phone Number

Details of any medical conditions

(e.g. asthma, diabetes, allergies, dietary needs)  
that may affect normal activity.

If at Ilfracombe practice just state "Ilfracombe".

Anything else we should be aware of

Details of any regular medications taken

If your child has **asthma** and uses an **inhaler**, we request that you bring a spare inhaler in a clear plastic bag clearly labelled with their name. We will keep this safe for emergency use.

## Section 2b: Information Consent

During Bible Class photographic images and video may be taken of activities and used to promote the club and the church, as well as for artistic creative activities. We will never link a child's name to their image. This consent section will be retained for as long as we keep the images/video. If you wish us to delete the information we have, please contact the church Data Protection Officer. Please tick the following boxes if you **give consent to your child's image** being used in this way.

Online

[www.brookdalechurch.org.uk](http://www.brookdalechurch.org.uk)  
[www.facebook.com/BrookdaleChurch](http://www.facebook.com/BrookdaleChurch)

Offline

Physical media, printed for use on Notice Boards, or reproduced (DVD, projector etc) to promote the club.

Signature of Parent / Guardian

Date