

Both Registration Form documents  
need to be completed (part 1 and part 2)  
and sent FAO Karen Harris at

24 Malvern Road  
Balsall Common  
CV7 7DU

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# The Duke of Edinburgh's Award

Queen's Road Baptist Church, Coventry.

Full name of young person Mr / Miss.....

**Level you wish to enrol for:** Bronze / Silver / Gold

Address .....

..... Postcode .....

E-mail address .....

Home telephone number ..... Date of birth ...../...../.....

## Who has parental responsibility for the young person?

Name ..... Relationship to young person .....

Address (if different from above) .....

.....

Postcode ..... Telephone no(s) .....

School currently attended .....

## Medical Information

Young person's registered GP: Name .....

Address .....

..... Telephone no .....

Date of last anti-tetanus injection (if known) ...../...../.....

Does your child have any medical ailment that we should know about e.g. allergies, asthma, diabetes, epilepsy? If so please give details.

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Please give details of any medication your child is on.

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Does your child have any special needs? If so please give details

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**Declaration**

- I give permission for my son/daughter to take part in the Friday activities of this group. I understand that separate permission will be sought for certain activities, including expeditions.
- In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

Yes                   No                   (*Please tick as appropriate*)

- I undertake to collect my son/daughter (or make arrangements by agreement) **by 9.30 pm at the latest.**
- I consent to QRBC processing the personal data as set out in this form (and including special category data) for the purposes set out in the QR privacy notice below.

Signed (parent or adult with parental responsibility) .....

Date ...../...../.....

Please note this declaration can only be signed by those with parental responsibility (e.g. this does not include a foster carer).

<p>QRBC PRIVACY NOTICE</p> <p>The data supplied on this form will be processed by the church. Under Data Protection legislation the church Charity Trustees of Queens Road Baptist Church Coventry are the Data Controller for this information and can be contacted by ringing 024 7652 0621 or emailing <a href="mailto:Dataprotection@qrbco.co.uk">Dataprotection@qrbco.co.uk</a></p> <p>We are collecting this information to enable the church to run the DofE Centre safely and ensure we can contact you (or other nominated adult) in case of an emergency.</p> <p>Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our DofE Centre.</p> <p>The information you supply will be held in paper form in a folder which will be kept in securely locked storage. It may also be held in electronic form on a computer or memory device which is under password control. Only the DofE leaders, Ministers, Church Officers, and Data Protection Trustee will have access to this information.</p> <p>The information held by the church will be updated if and when a subsequent form is received, and will be destroyed by two years after the person concerned ceases their involvement with our DofE Centre or reaches the age of 25 years whichever is the later.</p> <p>We will NOT pass on this information to anyone else except for the purposes of medical treatment if authorized in the Declaration above.</p> <p>If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.</p>
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