CARRICK CAMERON LANGUAGES

**Language Club Registration Form**

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| **Child’s Name** |  | |
| * **Club** * **Venue** * **Date(s)** * **Time** * **Total price** | * **French / Spanish Club** (please highlight as appropriate) * **Bishop Carpenter Primary School** * **29/4/19 to 15/7/19** (not including 6/5/19 or 3/6/19 – bank holidays, or 27/5/19 – half-term holiday) * **Mondays, 3.15 – 4.15** (French) / **4.15 – 5.15** (Spanish) * **£45 per language** (9 weeks @ £5 per session).   Please note that this is payable **in advance** of the first session of the club, unless agreed otherwise. | |
| **Name of parent / carer** |  | |
| **Email address** |  | |
| **Contact phone number** |  | |
| **Alternative phone number** |  | |
| **Who will be collecting the child at the end of the club?** | **IMPORTANT: Please phone 07799 166859 in the event of being unable to collect your child on time.** | |
| **Child’s date of birth** |  | |
| **Please give details of any medical condition, specific learning need or allergy, with details of any medication carried by the child (epipen, inhaler, etc.):** | | |
| **Do you consent to photographs of your child being used for promotional purposes by Carrick Cameron Languages?**  **(Please circle as appropriate)** | | **Yes No** |
| **Signature of Parent / Carer**  **(please sign before the start of the club / event)** |  | |
| **Date** |  | |

**Please send payment by BACS to the following account before the first club session:**

Payee: Carrick Cameron

Bank: Halifax

Sort Code: 11-07-46

Account number: 00300329

**If you wish to pay by cheque, this should be made payable to Carrick Cameron.**

Please see overleaf for information relating to GDPR (how your data is collected, used and stored).

Thank you. Please return completed form to me at [carrickcameronlanguages@gmail.com](mailto:carrickcameronlanguages@gmail.com).

**Carrick Cameron Languages: Privacy Notice**

**(How we use pupil information, including contact information of parents and carers)**

**The categories of information that we process include:**

* personal identifiers and contacts (your child’s name, your name and contact details, including telephone numbers and email addresses)
* special educational needs (including the needs and ranking)
* medical and administration (such as allergies, medication and dietary requirements)
* attendance (language club sessions attended and number of absences)
* photos and videos of children during language club sessions (only with the express permission of parents)
* emails
* registration forms and permission slips

**Why we collect and use pupil information**

We collect and use personal information, for the following purposes:

1. to keep children safe (medical conditions and medication, details of allergies and emergency contact details, details of attendance and absence);
2. to be able to contact parents in the event of an emergency or a child not being collected on time at the end of a language club session;
3. to be able to contact parents regarding any matter relating directly to the running of the language club;
4. to be able to register your child for the club and ensure that you understand and agree to the conditions of their registration;
5. to enable you to provide permission for images of your child, to be used by us, either as a part of a specific project or for marketing purposes. This will always be made clear.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are (as set out in Article 6 of the General Data Protection Regulation [GDPR]):

a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

d) Vital interests: the processing is necessary to protect someone’s life.

**How we collect pupil information**

We collect information directly from you via the registration form. The data contained in the completed form is essential for our operational use. In order to comply with the data protection legislation, it is our duty to inform you that all information collected is requested on a voluntary basis although, for reasons of child protection and safety, it would not be possible to register your child for a club of this nature without this information.

**How we store pupil data**

We hold all data provided by you securely for as long as your child attends one or more of our language clubs. The data you provide is stored on a password-secured computer as well as in a secure paper filing system. For the purposes of recording attendance and absences as well as contacting you in case of emergency, your child’s name and your contact details are transported in paper format to and from the language club.

**Who we share pupil information with and why**

We only share pupil information with the school your child currently attends. We may share information with the school for the following reasons:

* to share a register of children attending the club;
* to share a record of attendance and absences where requested by the school;
* to share any concerns relating to the wellbeing and protection of the child. In this case, information will only be shared with the member of staff responsible for child protection.

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact Carrick Cameron directly. Contact information can be found at the foot of this notice.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## Contact

## If you would like to discuss anything in this privacy notice, please contact:

## Carrick Cameron, Carrick Cameron Languages, 11 Broad Close, Barford St Michael, Banbury, OX15 0RW.

## Telephone: 07799 166859. Email: carrickcameronlanguages@gmail.com