

# Personal Data Consent Form



**The privacy of your personal data is as important to us as it is to you.** We want to keep in touch with you in the ways that suit you best. Our aim is to be as clear and open as possible about what we do with your personal data and why we do it. The information we hold about you will be treated as strictly confidential and we will only share your data with third parties with your prior consent or when required to do so by law. We also take security very seriously and will take all reasonable steps to keep your information safe.

**Your personal information will be stored securely in ChurchSuite,** Cromer Church's Management System. ChurchSuite acts as Data Processor on our behalf and manages your information in accordance with the terms of our contract with them and their own privacy and security policies.

**You can withdraw your consent at any time** by phoning the Church Office on 01263 512000 or by emailing [dataprotection@cromer-church.org.uk](mailto:dataprotection@cromer-church.org.uk). All processing of your personal data will cease once you have withdrawn consent, other than where this is required by law or another lawful basis applies, but this will not affect any personal data that has been processed prior to this point.

**Please complete the details, below, ticking the relevant boxes to give consent.** You can consent to any, all or none of these purposes. Where you do not give consent, we will not be able to keep in touch except in those situations where there is another lawful basis for doing so.

**I'd like Cromer Church to use my details to:**

- keep me informed about  Take-a-Break (Tuesday),  Take-a-Break Too (Thursday) and  Baby Playtime (Monday) news, events and activities;
- add me to the Take-a-Break mailing list;
- invite me to other events and activities for children and families at Cromer Church;
- invite me to events, activities and courses for adults that might be of interest.

**I'd like Cromer Church to use the following contact details to keep in touch:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Cromer Church can contact me by  post |  phone |  Text |  email |  Facebook.

**Declaration of consent**

I consent to Cromer PCC storing and processing my personal data for the purposes indicated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Take-a-Break, Take-a-Break Too and Baby Playtime registration



**CROMERCHURCH**  
transforming lives with Jesus Christ

Child's name / Children's name(s) and address			
First name and Surname			
Sex			
Date of birth			
Home address			
Postcode			
Adult(s) with parental responsibility for this child			
	Adult 1	Adult 2	
Full name			
Relationship			
Gender			
Full address (or write 'As above')			
Postcode			
Home phone			
Mobile phone			
Email address			
Emergency contact names and phone numbers			
You <b>must</b> provide details of at least one emergency contact, who cannot be anyone attending an event or activity with the child/young person.			
	Emergency Contact 1	Emergency Contact 2	
Name			
Relationship			
Home phone			
Mobile phone			
Medical conditions or other special needs			
Please tell us about any <b>medical conditions</b> (including <b>allergies</b> ), <b>medication</b> and <b>dietary needs</b> - including what to do in an emergency - and <b>anything else</b> that will help us make proper provision for this child/young person. <b>If there are none, please write 'NONE'</b> :			

<b>Taking and use of photographs</b>	
<b>We take photographs</b> at events and would like your permission to use them in publicity materials or on our website.	
<b>Is this OK?</b>	Yes / No / With conditions (Please circle your answer)
<b>Conditions</b>	
<b>Declaration and Consent</b>	
<b>By signing below, I confirm that:</b>	
<ul style="list-style-type: none"> <li>• I understand that this information will be stored and processed in ChurchSuite, Cromer Church's Management System, and will be used for organising Take-a-Break, Take-a-Break Too and Baby Playtime activities, as appropriate.</li> <li>• I understand that I will be asked to update the information once a year, but that I can ask for it to be updated or removed at any time.</li> <li>• I understand that this information will be shared with the leaders of the Cromer Church toddler groups (Take-a-Break, Take-a-Break Too and Baby Playtime) and with other authorised persons within Cromer Church. It will not be shared with others without your explicit consent.</li> </ul>	
<b>Signature</b>	
<b>Print name</b>	
<b>Date</b>	

Updated: May 2018