

# Registration Form



Please complete this form, sign it and return it to a member of staff/volunteer at the venue. **Thank you.**

## Key Contact (Parent/guardian/responsible adult)

Name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

## Family members attending

Name	Age Group	Allergies/intolerances
	< 2   3-5   6-9   10-12 12-16   17-24   25 or older	None   Yes:
	< 2   3-5   6-9   10-12 12-16   17-24   25 or older	None   Yes:
	< 2   3-5   6-9   10-12 12-16   17-24   25 or older	None   Yes:
	< 2   3-5   6-9   10-12 12-16   17-24   25 or older	None   Yes:
	< 2   3-5   6-9   10-12 12-16   17-24   25 or older	None   Yes:

**Important:** if anybody has an allergy or intolerance you need to tell us in the space above where you circled Yes. Children under 10 years old must be accompanied by a responsible adult. Older children should be accompanied.

## Important Privacy Information

We keep a written record of which sessions are attended to help with food allergy information and to keep a basic count of attendees. Personal details are used for emergency purposes, to talk to you about Family Food and Fun or to share information about Family Food and Fun. They are not shared with anybody outwith the venue and Fife Voluntary Action. Photographs are taken to help promote Family Food and Fun and will be used on the internet/social media and in our publications (only if you have given permission below). Fife Voluntary Action is co-ordinating the Family Food and Fun project. The Data Privacy Notice is on the back of this form – please turn over and check that you are happy with it.

I understand the privacy statement and I am happy to share the above information with the venue and Fife Voluntary Action for the purposes specified.

- I give permission for taking and using photographs of me and/or my family members
- I **do not** give permission for taking and using photographs of me and/or my family members

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

*To be completed by a member of staff/volunteer at the venue.*

Date received:

Sessions attended:

# Data Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you whilst you are attending Family Food and Fun sessions and for a period thereafter. It also explains your rights under the law relating to your personal data. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who collects and uses the information?

Fife Voluntary Action (the 'Organisation') is a 'data controller' and gathers and uses certain information about you. Where the Organisation is also a 'data processor', we will process information received from third parties about you. Fife Voluntary Action is a Company Limited by Guarantee registered in Scotland under company number SC203613 and is a Registered Scottish Charity No. SC028457. Registered address: Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AL. We have data processing agreements in place with the Family Food and Fun venues. This means that they process data on our behalf. They will collect these registration forms and then pass them to us. Our data processing agreement ensures that the venue complies with data protection legislation and treats your information confidentially.

## What is personal data/information?

Personal data is defined under data protection laws in the UK and Europe as 'any information relating to an identifiable person who can be directly or indirectly identified' and is, in effect, any information about you that enables you to be identified. The personal data that we collect, process and store is set out in this Notice.

## Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

## About the information we collect and hold

The table set out below summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared. We may also be required to share some personal information with our funders as is necessary or required to comply with the law. We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## Where information may be held

Information may be held at our offices and by Family Food and Fun venues.

## How long we keep your information

We keep your information for no longer than is necessary; this normally means whilst you are attending sessions and for a period thereafter. Typically, we will not keep your information for more than 12 months after you last contact us. Further details are set out in our Data Retention Policy.

## Your rights

Under the GDPR, you have the following rights, which we will always work to uphold:

- 1) The right to be informed about the personal data we collect and use about you. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.
- 2) The right to access the personal data we hold about you. This is called making a Subject Access Request - please see below for instructions on how to make a request.
- 3) The right to have your personal data rectified if any of your personal data we hold is inaccurate or incomplete. Please contact us using the details at the bottom to find out more.
- 4) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details at the bottom to find out more.
- 5) The right to restrict (i.e. prevent) the processing of your personal data.
- 6) The right to object to us using your personal data for a particular purpose or purposes.
- 7) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another organisation or business in certain cases.
- 8) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about how we use your personal data or to exercise any of your rights as outlined above, please contact us (0800 389 6046, e-mail our CEO on [ceo@fva.org](mailto:ceo@fva.org) or visit our website [www.fva.org](http://www.fva.org)). Further information about your rights can also be obtained from the Information Commissioner's Office (ICO) or your local Citizens Advice Bureau.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way. Where we have obtained your consent to process your personal data and we wish to change how we process it, we will seek your consent for the new processing. Sometimes we have to change what we do because of a change in the law or we need to change the way we do things as an organisation and have a legitimate interest for doing so. The latest version of this Privacy Notice will always be available at [www.fva.org/fff](http://www.fva.org/fff)

## How to complain

We hope that our CEO can resolve any query or concern you raise about our use of your information. If not, contact the ICO at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## Schedule relating to the information we collect and hold

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name, contact details (i.e. address, home and mobile phone numbers, e-mail address)</b>	From you	<ul style="list-style-type: none"> <li>• To enter into an agreement with you to provide you with a Family Food and Fun session</li> <li>• Legitimate interest: to maintain contact with you in order to share information about other Family Food and Fun activity</li> </ul>	<ul style="list-style-type: none"> <li>• To provide you with a Family Food and Fun session</li> <li>• Information is processed by venues and then provided to us</li> <li>• To contact the responsible adult in the event of an issue or concern arising</li> <li>• To count attendances and provide an anonymised report on the Family Food and Fun activity</li> </ul>
<b>Your physical likeness/image</b>	By taking photographs	<ul style="list-style-type: none"> <li>• To promote Family Food and Fun</li> </ul>	<ul style="list-style-type: none"> <li>• Photographs are used on social media and/or websites we operate or contribute to and/or other promotional items</li> </ul>