



**ZephYouth follows on from ZephKidz, and is for years 6-11.**  
**For young people to attend ZephYouth club (Wednesdays 3.30-4.45pm at Shipley Baptist church)**  
**and to be told about Zeph events and news, please fill in this form!**

## **We'd love to join ZephYouth! Here's everything you need to know about us.**

NAMES OF PARENTS/GUARDIANS: .....

YOUNG PERSON'S NAME ..... BIRTHDATE ..... AGE .....

ANY KNOWN ALLERGIES/CONDITIONS.....

ADDRESS .....

..... POST CODE .....

PHONE NO ..... EMAIL .....

EMERGENCY CONTACT AND PHONE NO .....

ADDITIONAL INFORMATION. We believe it is important to include everyone and make sure they feel safe and happy at our groups. If there is any additional information you would like us to know so that we can do this successfully, please write it here:

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### **USE OF PHOTOGRAPHS**

The Zephaniah Trust would like to take photographs to record events and use in publicity. These aim to give a flavour of our events and help us to communicate what we do to supporters and funders. If you **do not** want us to include your child in any photographs, please indicate below.

☐ Please **do not** take our child's photograph for use in printed or online material (newsletters, information leaflets, facebook, website).

### **GETTING HOME FROM ZEPHYOUTH CLUB**

It is a parent's/guardian's responsibility to ensure their child's safety travelling to and from the club. Please delete as appropriate

**My child is allowed to travel without adult supervision / An adult will collect my child each session**

### **MEDICAL TREATMENT PERMISSION**

In the unlikely event of illness or accident I give permission for any necessary medical treatment to be given by the nominated first-aider (including, where appropriate, the administration of prescription medication, e.g. inhaler, epipen). In an emergency and if I cannot be contacted, I am willing for my child to receive hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible.

### **DATA STORAGE**

I confirm that the above details are complete and correct to the best of my knowledge. I understand this data will be stored on the Zephaniah Trust database for safeguarding and planning purposes. I confirm I have read the privacy policy on the reverse of this form, and understand how the data on this form will be used.

☐ I give permission for my child to receive information regarding relevant events by post

Parent/Guardian signature ..... Date .....

## Privacy Policy

Under the General Data Protection Regulations, we have to tell you about how we use, store and keep your personal data safe. Where that data belongs to a child, the law says that it is their property and we have to make sure that the information we give about how we use it can be understood by a child.

### How do we use the information on this form?

Under Article 6(1)(f) - *Legitimate Interests* - of the GDPR regulations:

1. We use your child's name, age and date of birth to plan the sessions.
2. We use any medical information to ensure that we keep your child safe and meet their needs, for example, making sure we have nut-free biscuits for children with a nut-allergy.
3. During sessions, we will use your emergency contact details if your child is ill, injured, or is suffering in some other way, or if no one comes to collect them at the end of the session when expected.
4. On extremely rare occasions, if staff have a safeguarding concern, your details may be given to local authorities.
5. We will use your contact details to send bulletins about the club such as cancellations.

In addition, under Article 6(1)(a) - *Consent* - of the GDPR regulations:

6. If you have given us permission, we will use your address to inform you and your child, by post, about other relevant clubs and events. This is usually no more than two or three letters per year.

### How do we store this information?

Your data is held both in paper and digital form. When not in use, all paperwork is stored in locked cabinets in an office which is locked when not staffed. Data held in digital form is held on a password protected PC. It is not stored remotely on the 'cloud'. If it is transferred by email between team members, it is transferred as an encrypted attachment, protected by a password.

### How long do we keep your data?

We take the view that safeguarding outweighs data-protection concerns. This means that your data will be stored indefinitely, in case a safeguarding concern, disclosure or complaint is made in the future. It will continue to be protected.

Your child will automatically remain in ZephYouth and continue to receive relevant Zephaniah event invitations until they finish year 11. At this point they will be offered the opportunity to remain in ZephYouth as a young leader until they reach 18.

### What don't we do?

We don't pass your data onto anyone else, unless there is a Safeguarding concern. We do not employ another organisation to contact anyone on our behalf. We do not use the data we hold to find out more about you, or profile you in any way.

### What rights do you have?

If you wish your child to be in ZephYouth, it is necessary that we collect the data requested on this form, and store it for future safeguarding purposes. You do not have a right to refuse to give it if you wish your child to be in ZephYouth. You do have a right to know what data we hold on you, and can request this by getting in touch with us.

You do have the right to withdraw your child from ZephYouth. You can do this at any stage by getting in contact with us.