

Trewern Outdoor Education Centre
PERSONAL DETAILS/ATTENDANCE FORM
To be completed by all course members including staff
(CONFIDENTIAL)

School/Organisation			
Date of Course:			
Name:		Male / Female	
Date of Birth:			
Address:			
Home Tel. No:			
Email:			
Please provide two contacts who can be reached in the event of an emergency:			
Name:		Name:	
Tel:		Tel:	
Mobile		Mobile	
During the course, photographs may be taken which could later be used for educational purposes or to promote the Centre. If you have an objection to this please contact the Centre.			
Name of Doctor:			
Address:			
Tel. No:			
Please specify any medical problems/allergies:			
Are you taking any medication? (please give details and dosage)			
Approximate date of last Tetanus injection if known:			
Special dietary requirements:			
<u>Swimming ability (tick box)</u>			
Non swimmer	<input type="checkbox"/>	Confident in water	<input type="checkbox"/>
<u>Declaration:</u> If there are any changes to the above information I will inform the Group Leader or Centre before the start of the course. 'I accept that all adventure activities carry an element of risk that cannot be eliminated but these risks will be managed by competent instructors'. For students under 18 the person with parental responsibility must sign. <div style="display: flex; justify-content: space-between;"> <div> Signed: Name (PRINT): </div> <div> Date: </div> </div>			

General Data Protection Regulation

Why we collect it?

Trewern Outdoor Centre collects the information on this form to ensure the safety and wellbeing of course participants.

Who do we share it with?

Trewern staff will not share the information with anyone - except medical professionals if treatment is required.

What we do with the information?

The information will be securely stored at the centre during the course. After the course, all the forms are shredded, except where a form has been attached to an accident form or incident form about the person named on the form.

How long will we keep it?

Information provided on this form will be kept for the time required by the Limitation Act 1990. (I.e. 7 years for adults, until a young person reaches the age of 25, or for 99 years in the case of Looked After Children.) This only applies to forms attached to an accident or incident form.

How can people access their personal information?