

MEMBERSHIP APPLICATION 2019/20

Separate approval will be required for activities outside of the centre.

Please complete and return this form, signed **by you** and **your parent or guardian**, along with **£10 annual membership fee**.



YOUNG PERSONS DETAILS: (Please complete in BLOCK CAPITALS)

FIRST NAME	SURNAME	Age	Date of Birth		
Home Address					
				Post Code	
School	School Year	Male		Female	
Your mobile					

Please note that your mobile number may be used to text information and youth club messages to you – if you do not want to be contacted in this way please leave this field blank

PARENT(S)/PRIMARY GUARDIAN DETAILS: (Please complete in BLOCK CAPITALS)

Mr/Mrs/ etc	FIRST NAME	SURNAME	Father/Mother/Guardian
Email	Home phone		mobile
Home Address if different from the young person's			
£10 membership included		Cash	Cheque

EMERGENCY CONTACTS

It is very important that a parent or guardian can be contacted whilst you are attending the Youth Centre. Please provide **two** contacts:

NAME	Home Phone	Mobile	Relationship to you

GIFT AID AND FURTHER SUPPORT

The CSP Youth Centre is a registered charity and is reliant on grants and donations to cover its running costs. Please tick the box below if you are a UK tax payer so that we can claim back the tax on your £10 donation (currently equal to 20%) Thank you.

You can become a **Friend of CSPYC** by making a regular donation to support the work of the Centre, or offering help of any kind as a volunteer.

I would like to become a **Friend of CSPYC** and make a regular donation.

ETHNICITY

Please tick one of the boxes below (We are required to provide this information to Bucks County Council)

Asian or Asian British	Black or Black British	White	Mixed	Chinese or other ethnic group
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>	Other <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Please specify <input style="width: 150px; height: 20px;" type="text"/>
Other Asian <input type="checkbox"/>			Other <input type="checkbox"/>	

MEDICAL DETAILS: (Please complete in **BLOCK CAPITALS**)

GP NAME	GP Telephone No
GP ADDRESS	

Has your son or daughter ever had, or do they still suffer from, any of the following?.

Asthma or bronchitis	Yes	No
Heart condition, seizures, fainting or blackouts	Yes	No
Severe headaches or migraine	Yes	No
Anxiety or depression	Yes	No
Diabetes	Yes	No
Allergies to any known drugs	Yes	No
Any other allergies such as food, materials etc	Yes	No
Contact with any infectious diseases in the last three weeks	Yes	No
Other illness or disability not named above	Yes	No
Receiving any medical treatment	Yes	No

If you have answered yes to any of these, please give full details:

Is your son or daughter disabled? Yes No

If yes do they have any specific requirements to allow them to take part fully in the activity, such as wheelchair access, an interpreter or information in large print?

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Does your son or daughter have any specific dietary needs such as vegetarian, low cholesterol, gluten free or halal? Yes No

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PARENTAL CONSENT

This section to be completed by your parent or guardian

The safety and wellbeing of members is of utmost importance to the CSP Youth Centre. To this end it is the policy of the CSP youth centre that all its members remain on site at all times. If a member chooses to leave the site they will be barred from the premises for a period of time. The CSP youth centre cannot accept responsibility for safeguarding a member if they leave the site.

From time to time we may take photographs or videos for publicity or as part of activities we run at the Youth Centre. These images may appear in the local media or on the CSP Youth Centre website.

I have read and agreed to the Privacy Policy shown overleaf. Permission is granted for membership to the Chalfont St Peter Youth Centre and I am aware of the rules and Code of Conduct as stated above. I give my consent to any emergency medical treatment that may be necessary in the event that I cannot be contacted. I understand that although leaders in charge of the young people will take all reasonable care of youth club members, they cannot be held responsible for any loss, damage or injury my son or daughter suffers as a result of the activities.

Parent's/Guardian's signature: Date

Please print your name:

CODE OF CONDUCT AS A MEMBER

- **Show respect to Youth Workers, Youth Centre members and Youth Centre equipment**
- **CSP Youth Centre has a no-smoking policy**
- **No swearing**
- **No possession or consumption of alcohol**
- **No possession or consumption of illegal drugs**
- **Any person perceived to be under the influence of alcohol/drugs will be refused entry to the centre**
- **No possession or use of weapons, including fireworks**
- **Remain on site at all times except under instruction from a Youth Worker**
- **No other behaviour considered to be inappropriate by Youth Workers**
- **Enjoy yourselves!**

COMMITMENT

- I have read the CSP Youth Centre Code of Conduct and Internet Usage Rules and agree to abide by them.
- I am aware that should I break any of these rules I can be asked to leave and not return until appropriate action has been taken.
- I will seek to be a positive example.
- I understand that the CSP Youth Centre cannot guarantee total confidentiality where risk is involved.
- I confirm that I have completed all sections of this form accurately and honestly.

Members signature..... Date

CSPYC PRIVACY NOTICE - AUGUST 2018

Introduction

The current Data Protection Act was replaced by the General Data Protection Regulation (GDPR) in May 2018. GDPR requires that every business in the UK looks at how it handles personal and sensitive data and where necessary introduce new systems and processes to ensure compliance. For the purposes of GDPR and the UK data protection laws, the controller is Chalfont St Peter Youth Centre, The Tithe Barn, Sandy Rise, CSP SL9 9TR.

About this Notice

This Privacy Notice sets out the way we process your personal data and we have created this notice to make sure you are aware of how we use your data.

How we collect your information

We may collect your personal data by filling in one of our Youth Club membership forms either beforehand by downloading from our website or at the door at the start of one of our sessions by our staff and volunteers. Parents and carers filling in membership forms for those under 16 years of age are consenting to us collecting and holding data on their behalf. All groups that rent out space from us are required to provide contact information, liability insurance and sign an Agreement.

The types of information we collect

The following information will be collected and stored on our secure database which is managed by internally:-

- Name
- Address
- Date of birth
- Gender
- Medical condition, disabilities, special education needs
- Ethnicity
- Education
- Parent/carer/guardian contact details
- Medical records
- Photographic consent

How we use your personal data

We take your privacy seriously and may only use your personal information for the following purposes:-

- Maintain contact with staff, volunteers and Trustees
- Recording attendance to sessions
- Contacting parents in the event of an accident or other incident
- Organisation of trips and events
- So volunteers and staff can respond to any additional needs
- Internal recording keeping
- Statistical reports
- Displaying photographs in Club or on our website

All membership forms and other information are stored either on our computers used by our senior staff who have secure passwords or kept securely in a locked office. This includes photographic information which may be displayed in the Club or on our website and is by consent only. We employ an IT company who manage all our IT requirements.

Who has access to your information

We will not sell or rent out your personal data to third parties. All the personal information we process is processed by our staff in our offices at The Tithe Barn, Sandy Rise, CSP SL9 9TR on the database. Some anonymous is occasionally shared with Action4Youth.

How long your information is kept

Your information will be kept with us until you notify us that you no longer wish to receive any further information from us. We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity or in accordance with your informed consent. This is for a period of 5 years after your last interaction with us.

Your rights

Under certain circumstances, by law you have the right to:

- Be informed- the purpose of this Privacy Notice
- Request access to any 'personal data' held by the organisation
- Request correction of the personal data that we hold about you
- The right to be forgotten- please note we will not be able to register or administer your membership

We do not automate any processing.

As a data subject you are not obliged to share your personal data with the Club. For safety reasons, if you choose not to share your personal data with us we may not be able to register or administer your membership or permit access to the facilities.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data you may email us at office@cspyouthcentre.org.uk.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner's Office website at www.ico.org.uk.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive.

We do not use cookies to gather personal information about you. By accepting cookies from our website you consent to Google processing data about your activity. When you visit a web page with embedded content, e.g. DBS checks, YouTube or Facebook, you may be asked to use cookies. You should check the third party websites for more information about these. You may also block cookies by selecting the appropriate settings in your browser but this may affect the full functionality of the website.

Review of this Policy

We keep our Privacy Policy under regular review and we will place any update on our website.

Delivering excellent youth work in our community

Registered Charity No. 300240

Affiliated to the NACYP and Action4Youth and in partnership with Gold Hill Baptist Church

www.cspyouthcentre.org.uk 01753 883712