# Members information and consent form

# When we record and use your personal information we:

* only access it when we have a good reason
* only share what is necessary and relevant
* don’t sell it to commercial organisations

We need to record information about membership/attendance to ensure your safety and if we need to contact someone for safety reasons. We have a legitimate interest to do this. We will not use your data for any other reason.

Please complete this form in **BLOCK CAPITALS**

**Personal details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Post Code** |  |  |
| **Male** |  | **Female** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-mail Address (parent/carer if U18)** |  |
| **Date of Birth** |  |  |  |
| **GBWR Membership Number**  |  |
| **Expiry Date** |  |

**We need your consent to record and use your special category personal data**

We need your explicit consent to use some information, including your race, ethnicity, religion, health conditions, sexual orientation, political and religious beliefs and trade union membership.

If you agree, we’ll use this information, which is known as ‘special category personal data’ to:

* give you advice
* help us gather data to improve our service
* support our research in a way that you can’t be identified

We’ll make sure all your information is kept safe and secure in place.

By ticking the boxes below, you consent to **Dragons Wheelchair Rugby** recording the special category personal data you choose to provide **Dragons Wheelchair Rugby**

**Yes, I consent to you holding information on my** (please tick if you agree to give consent)

 **Race/Ethnicity ☐ Health Condition ☐**

**Your signature**

|  |
| --- |
| **Name:**  |
| **Signature:**  | **Date:**  |

**Ethnicity**

In order to help the club monitor its membership please will you tick

one of the following boxes to identify your ethnic group/origin.

A White

British ❒

Irish ❒

Any other white background❒ (please specify):

B Mixed

White & Black Caribbean ❒

White & Asian ❒

White & Black African ❒

Any other mixed background ❒ (please specify):

C Asian or Asian British Pakistani

Indian Bangladeshi ❒

Any other Asian background❒ (please specify):

D Black or Black British

Caribbean ❒

African ❒

Any other Black background ❒ (please specify):

E Chinese or other ethnic group

Chinese❒

Any other ❒ (please specify):

**Disability**

The Disability Discrimination Act 1995 defines a disabled person as anyone with ‘a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

Do you consider yourself to have a disability? Yes ❒ No ❒

If yes, what is the nature of your disability?

Visual impairment ❒

Hearing impairment ❒

Physical disability ❒

Learning disability ❒

Multiple disability ❒

**Medical information**

Please detail below any important medical information that our coaches should be aware of **Please give more in depth Information**:

|  |
| --- |
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|  |

**Emergency contact details**

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

|  |  |
| --- | --- |
| 1st contact name e.g. Carer or Family Member | Contact Number: |
| 2nd contact name e.g. Carer or Family Member  | Contact Number: |

**This Page is for you to keep. How we use your personal information**

We collect and use information about you to protect your health and wellbeing when exercising or ensure you are safe to play or take part in team or league events or Sports provided by **Dragons Wheelchair Rugby**

We always let you decide what you're comfortable telling us, explain why we need your information and keep it confidential. When we keep something you tell us, we:

* only access it when we have a good reason
* only share what is necessary and relevant
* don’t sell it to commercial organisations

**How will you use my data?**

First and foremost, your information will be used to ensure you are safe to play or take part in team or league events or Sports provided **Dragons Wheelchair Rugby**.

**Do I have to give my consent for you to use information about me?**

You can decide exactly what information you are happy to tell us. We’ll use the information because we have a ‘legitimate interest’ to do so for the purpose of keeping you safe and to register in team or league events.

When we ask for more private information about you, like any health conditions, we will need to get your consent. This is because this information is treated in a special way by the law. You can always withdraw this consent and request we remove what you told us.

**Where will you store my data?**

The record of your case will be stored securely. We are all responsible for keeping it safe. As part of containing your information. We will make sure any information is stored securely and only accessed when there’s a good reason by **committee members, wellbeing staff of the Dragons Wheelchair Rugby**

**How long do you keep records for?**

We keep records for 6 years. Or for as long as you are a Club Member. It will be stored securely

**Why might you share my information? Who will you share it with?**

We will generally not share information without your permission, unless required to do so by law or in some very limited situations, like to protect you or someone else from serious harm.

If a particular service involves sharing your information without permission, we will always let you know upfront that it isn’t confidential.

**What if I have a question about how my information has been used?**

You can contact us and ask us:

* what information we've stored about you and get a copy to keep
* to change or update your information
* to delete your information from our records or withdraw your consent
* to stop using your information

If you have any questions about how your information is collected or used, you can contact us at **Dragons Wheelchair Rugby, 98 Ty Isaf Park Avenue, Risca, Gwent NP11 6NJ Email:** Dragonswheelchairrugby@outlook.com

If you’re not happy with how we have used your information, you can contact us at: **Dragons Wheelchair Rugby 98 Ty Isaf Park Avenue, Risca, Gwent, NP11 6NJ**

**You can also contact the Information Commissioner's Office on 0303 123 1113 or at ico.org.uk/ to raise a concern about how we have used your information.**