

# ... Personal Details



Dear Parent/Guardian

The Scout Association in the United Kingdom is a membership organisation. To enable it to operate – and to communicate with its Members – it is necessary to maintain records about them.

This will include details of name, address, date of birth and contact telephone numbers. We will also be keeping details of your child's progress through Scouting (e.g. badges gained). Information held by Melksham Scout Group may be shared from time to time within Scouting including the national Headquarters of The Scout Association.

Legislation came into force in March 2000 that covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper-based (as well as computer-based) information.

Certain information is classed by the law as "*Sensitive Personal Data*". In a Scouting context this may include information about your child's:

**Health** - to ensure that we are prepared for medical emergencies it is important that we hold relevant information.

**Disabilities** - to ensure a safe integration of your child's participation in activities, details of any disabilities need to be known.

**Religious or similar beliefs** - this will help us ensure that we make appropriate arrangements when necessary.

**Racial or ethnic origin** - again this will help us ensure that we are sensitive to cultural needs of our members.

To hold this "*Sensitive Personal Data*" we will need your explicit consent. This can be given by completing the attached form.

All of the information will be used only in connection with your child's membership of the Scout Movement in the United Kingdom. This will include membership management and communications.

None of the information provided will be passed to any third parties outside the Scout Movement without your consent.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Group Scout Leader





# ... Personal Details



## Doctor's Details

Doctors Name

Address

Telephone No

Child's NHS No

Date of last Tetanus Booster  /  /

## Alternative Contact for Emergency use

Name

Address   
  
  
 Postcode

Telephone No

## Data Protection Act

I accept that the Melksham Scout Group will be keeping information (computer and paper based) about my child's Membership of the Scout Movement. I understand it will only be used for Scouting purposes.

I give explicit consent to the holding of information of my child's Health; Disabilities; Religion or Faith; Race or Ethnic Origin for Scouting purposes.

From time to time photographs are used to show members of the group involved in various Scout-based activities. We would like to ask your permission for us to use these photographs for the following purposes: Our Group Website, Notice Boards in the Melksham Scout HQ, Local Publicity and Scouting News letters.

Please delete as appropriate for use of photographs	Yes I Agree	No I Do Not Agree
Signed..... Parent/Guardian Date.....		

