# **York St John Communities Centre - Community Language School Consent and Personal Details Document**

**Part 1: Basic Details**

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| **Personal details** **of the child/ young person**  | **Full Name:****Date of Birth:****Gender:** **Pronouns:****Nationality:****Telephone:****Email:****Address:** **Please indicate which Language(s) you would like your child to receive support for:**   |
| **Does the child/young person have any specific or additional needs? E.g accessibility, communication**   |   |
| **Does the child/young person have any disabilities you would like to make us aware of?**  |   |
| **Does the child/young person have any medical conditions or allergies that we would need to be aware of in the event of an emergency?** **Please advise if your child takes any regular medication, we may need to be aware of.** |   |

**Part 2: Emergency Contact Information**

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| **Emergency Contact 1****(This must include details for either the Mother, Father or Carer).**  | **Name:** **Telephone:** **Address:**  **Relationship:** **Is this person permitted to collect the child/young person after class from the YSJ Campus? YES/NO** **Is this person able to converse in English or would they require an interpreter- if so please advise on Language spoken.** |
| **Emergency Contact 2**  | **Name:** **Telephone:** **Address:**  **Relationship:** **Is this person permitted to collect the child/young person after class from the YSJ Campus? YES/NO****Is this person able to converse in English or would they require an interpreter- if so please advise on Language spoken.** |
| **Other Designated People****Please indicate if there are any other designated people that are permitted to collect the child/young person from the YSJ Campus. (Please include name and relation).**  | **Name:****Relation:****Name:****Relation:**  |

**Privacy Notice**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Who are we?**

The data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the PVC Governance and Student Life, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626844 , email: gov.compliance@yorksj.ac.uk.

**What legal basis do we have for processing your personal data?**

By completing and submitting the form, you are giving us your consent to process the personal data provided. The processing of personal data is covered under UK GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing the University at gov.compliance@yorksj.ac.uk.

**How long do we keep your personal data?**

We will retain your data for the entire period that the child/young person engages within the Community Language School and for a further 7 years after disengagement.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will protect data against accidental loss; prevent unauthorised access to, use of, destruction of or disclosure of the data; ensure business continuity and disaster recovery; restrict access to personal information; conduct Privacy Impact Assessments in accordance with the law and University policies; train staff and contractors on data security; and manage third party risks through use of contracts and security reviews.

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to be kept informed as to how we use your data; request a copy of the data we hold about you via a Subject Access Request; update, amend or rectify the data we hold about you; change your communication preferences; ask us to remove your data from our records; object to or restrict the processing of your information; and raise a concern or complaint about the way in which your information is being used.

 **Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: gov.compliance@yorksj.ac.uk, tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: [www.ico.org.uk](http://www.ico.org.uk/).

**York St John University Communities Centre Community Language School- Consent Declaration**

The York St John University Communities Centre Community Language School will offer group classes in languages other than English to children from families in York and surrounding areas. Classes take place on Saturday afternoons on the main YSJU Campus in York. Please note that classes cannot be offered on days where the University requires the rooms for other events. Therefore, please ensure to check the term dates on the calendar provided with this form.

I give my consent for my child (name:)………………………………………. to participate in the York St John University Communities Centre Community Language School. I also agree to the above privacy notice.

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| **Name of parent or carer** | **Signature** | **Date** |
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