

Member's name in **CAPITALS**

ANNUAL INFORMATION FORM

This form is to be completed annually to ensure that we have up to date personal information for all members including medical details and emergency contact information. This form should be completed and returned to the Group as soon as possible.

The form is designed so that the information is collected in the correct order to help with the inputting of information onto Online Brigade Manager (OBM), The Boys' Brigade's online membership system.

Please complete in **BLOCK CAPITALS**. Boxes marked with a * are compulsory.

Personal Details

Please complete details for the child/young person:

Surname:* First Name:*

Date of Birth:* / / Sex:* Male Female

Address:*

Town:* County:* Postcode:*

Medical Details

Doctor/Surgery:* Surgery Address:*

Surgery Phone:*

Details of any medical conditions, allergies or dietary requirements leaders should be aware of (including any medication needed whilst at BB):*

Additional Needs

Please provide details of any particular/additional needs leaders should be aware of:

Parents/Carers Contact Details

Please complete details for parents/carers and an additional emergency contact:

Primary Contact 1* (usually parent/carer)

Title:* First Name:* Last Name:*

Relationship to BB Member:* Tick if address is the same as BB Member. If different please complete details below.

Address:*

Town:* County:* Postcode:*

Phone:* Mobile:*

Email:*

Primary Contact 2 *(usually parent/carer)*

Title: First Name: Last Name:

Relationship to BB Member: Tick if address is the same as BB Member. If different please complete details below.

Address:

Town: County: Postcode:

Phone: Mobile:

Email:

Emergency Contact* *(an additional contact if primary contacts are not available, which could be a relation or family friend)*

Title:* First Name:* Last Name:*

Relationship to BB Member:* Phone:* Mobile:*

Consent*

I give my permission for him/her to attend and take part in the activities of Soham Brigades. I understand that in the event of any illness or accident, every effort will be made to contact me. If this is not possible, I authorise any leader of Soham Brigades to sign on my behalf any written form of consent required by medical authorities.

I give permission for photographs and video recordings of my child, whilst taking part in the groups activities, to be used by the group for promotion and publicity in line with current good practice.

I also give permission for Soham Brigades leaders and members parents/guardians to transport my child to Soham Brigades activities and events if necessary. I will advise Soham Brigades of any change to our contact details.

Signed by Parent/Carer*

I confirm that the information provided is correct to the best of my knowledge and undertake to notify the Leader in Charge of any changes.

Data Protection

The Boys' Brigade requires personal information to ensure that we look after the well-being of all children & young people participating in activities as part of their membership. All personal information (including sensitive data) is held in accordance with the General Data Protection Regulations (GDPR). Personal data is held securely within Online Brigade Manager (our database system) while your child is an active member of the organisation. If their membership becomes inactive, we'll archive this information in line with our retention policy detailed within our Privacy (Fair Processing) Notice. You have the right to ask for a copy of all data we hold about your child, this is known as a subject access request (SAR). We take data protection very seriously and further information about how we collect, process & retain personal data is provided in our Data Protection Policy and Privacy (Fair Processing) Notice.

Find out more at boys-brigade.org.uk/who-we-are/policies-and-regulations/

Signed:

Name:*

Relationship to BB Member:

Date: / /

Should you have any questions regarding this form or any other matter please speak to the Company Captain or Leader in Charge.

For more information about The Boys' Brigade and our policies & regulations visit our website at boys-brigade.org.uk

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The Boys' Brigade is a Company limited by guarantee, registered in England & Wales no. 145122.

Registered Address: Feldean Lodge, Hemel Hempstead, Herts, HP3 0BL.

Leader's Use

Form received: / / Updated on OBM: / /