

## 40<sup>th</sup> Fife (Touch) Scout Group Personal Details Form



To ensure that our records are up to date, please fill out all of the information below. Without a completed form your child may not be able to participate in meetings or activities. All information is provided in confidence and will only be used by the 40<sup>th</sup> Fife Scout Group and Scout Headquarters for activity planning, recording your child's progress through scouting, dealing with emergencies and for communicating with you on scouting matters.

Personal Details			
Name:		Section:	
Date of Birth:		Gender:	
Address:		Religion:	
		Ethnicity:	
		Child's Mobile No.	
Postcode:			
School Attending:			
<b>Parent/Guardian No.1 Details:</b>		<b>Parent/Guardian No.2 Details:</b>	
Name:			
Address:			
Post Code:			
Telephone Number:			
Mobile Tel. Number			
Main Email Address(es):			
Medical Details			
Doctor's Name:			
Doctor's Address:			
Doctor's Phone Number:		NHS Number:	
Special Needs (Medical, diet, allergies, other...)  <i>This is particularly important for planning activities.</i>			
Date Joined 40 <sup>th</sup> Fife Scout Group			
Signature.....	Dated.....		
Print Name .....	Relationship to child:.....		



Dear Parent/Guardian,

### Membership Records

The Scout Movement 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 son/daughter's progress through Scouting (badges gained, etc.).

Information held by our Scout Group may be shared from time to time within Scouting, including the Headquarters of the Association.

Legislation came into force in March 2000 which 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' which, in a Scouting context, may include information about your son/daughter'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 son/daughter's participation in activities, details of any disability 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 the cultural needs of our Members)

To hold this '**Sensitive Personal Data**' we will need your **explicit consent**.

All the information will only be used in connection with your son/daughter's membership of the Scout Movement in the United Kingdom – this will include membership management and communications. The information provided will NOT be passed to any third parties outside the Scout Movement without your consent. You can give your consent by completing the questions on the form.

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

Yours sincerely,

40<sup>th</sup> Fife Scout Group  
Registered in Scotland as a charity SC013446

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Name of Young Person .....

I accept that the 40<sup>th</sup> Fife Scout Group and Scout Headquarters will be keeping information about my son's/daughter's membership of the Scout Movement only for scouting purposes. I also give **explicit consent** to the holding of information of my son's/daughter's health, disabilities and religion/faith, again only for scouting purposes.

I give/do not give\* consent to the disclosure of any information held to third parties associated with the Scout movement in order that they may offer products and services which may be of interest.

\*delete as applicable

Signature.....Print Name.....

Relationship to young person..... Date.....