# Child Personal Information Form

Please complete and return this form to the teacher in charge of your trip to Robinwood.
All information will be treated as confidential.

**Bowmandale Primary School / 2023/03We3Q0**

| Name | (Male/female) | D.O.B. |
|---|---|---|
| Hobbies/Interests | | |
| Name, Address & Telephone Number of Parent/Guardian: | | |
| | | |
| | Postcode | Tel No. |
| Alternative emergency contact number: | | |

**Medical and other details**

Please give details of any condition from which your child suffers ie. illness, allergies, physical disability, visual or hearing impairment etc.

**Please give details of any medication your child requires:**

| Name of medication | Dosage | Frequency |
|---|---|---|
| | | |
| | | |
| | | |
| Is your child immunised against tetanus? (please give date of last injection) | | |
| Does your child suffer from enuresis (bed-wetting)? | | |
| Name, address and telephone number of G.P. | | |
| | | |

Does your child have any dietary restrictions e.g. Vegetarian, halal or coeliac? Please give details here

**Any other details that you feel are relevant can be given on the reverse of this form - Thank you.**

**I consent, if an emergency should occur at a time when my consent cannot otherwise reasonably be obtained, to the above child receiving any medical or surgical treatment deemed necessary by a qualified medical practitioner or to first aid being administered.**

Signed: (Parent/Guardian) Date:

Robinwood Activity Centre Ltd Fielden House 41 Rochdale Road Todmorden Lancashire OL14 6LD
Telephone: 01706 814554 Fax: 01706 816680 E-mail: mail@robinwood.co.uk Website: www.robinwood.co.uk
Directors: Martin Vasey BSc (Hons) Cert Ed Jane Vasey BSc (Hons) Cert Ed Louise Vasey Ian Goldsack BSc (Hons)
Registered in England and Wales No. 2844179 Registered office The Lodge, Cross Lanes Hotel, Bangor Road, Cross Lanes, Wrexham, LL13 0TF

Data Sharing Agreement:
Robinwood Activity Centres take your privacy seriously and will only use your personal information in providing the serivces you have requested from us.
This section summarises how we obtain, store and use information about you. Please refer to the corresponding section of our privacy policy for full details on this agreement.
How we collect or obtain information about you - When you provide it to us (e.g by contacting us, requesting a quote or making a booking with us )
Information we collect - We collect both information about the school or organisation and also personal data of all children and adults booked to attend one of our centres
How we use your information - Robinwood uses your personal data:
- to provide goods and services to you;
- to make a tailored website available to you;
- to manage any registered account(s) that you hold with us;
- to verify your identity;
- for crime and fraud prevention, detection and related purposes;
- with your agreement, to contact you electronically about promotional offers and products and services which we think may interest you;
- for market research purposes - to better understand your needs;
- to enable Robinwood to manage customer service interactions with you; and
- where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).
Disclosure of your information to third parties - In order to make certain services available to you, we may need to share your personal data with some of our service partners. These include IT, delivery and marketing service providers.
Robinwood only allows its service providers to handle your personal data when we have confirmed that they apply appropriate data protection and security controls.
How long we retain your information - We will not retain your data for longer than necessary for the purposes set out in this Policy. Different retention periods apply for different types of data, however the longest we will normally hold any data is 6 years.
How we secure your information - All information you provide to Robinwood is stored on our secure servers. Once you have logged into our website via the 'My Robinwood Account' link, all information you submit to Robinwood is encrypted using TLS. By submitting your personal data you agree to this storing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with our data protection policy. Where Robinwood have given you (or where you have chosen) a password which enables you to access 'My Robinwood Account', you are responsible for keeping this password confidential. New passwords can be issued on request.
Your rights in relation to your information - All individuals have the right to access their personal information.
Individuals have the right to:
(1) Know what information is being processed, why it is being processed and who it may be disclosed to
(2) Receive a copy of the personal information about them
(3) Know about the sources of the information


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