Child Membership Form

Please complete the form below and hand to the Children’s University Manager. We will use the information you provide to create an Essex or Suffolk Children’s University membership account for your child and their log in details for Children’s University Online will be sent to you by email.

**Your child’s privacy:**

**Child Information**

Child’s Name:

Post Code

**School** **School Year**:

Gender Date of Birth

We are committed to protecting the privacy of our members and their families. We collect the personal information above about new child members so that we can provide your child with membership.

We collect members’ postcodes, gender and year group so that we can evaluate our programme and provide evidence of impact. For example this allows us to assess which areas we are working in, and which age groups are part of our scheme. When used for this purpose, information is always anonymised; we will never use information to identify or contact any individual.

**Parent/Guardian’s Privacy:**

**Parent/guardian information:** We will use this email information to create your child’s log on details, please print very clearly.

First name Surname

Email address:

* We collect personal information about parents for administration purposes, so we can manage your child’s membership with us.
* Where you consent to us doing so; we may use your email address to provide you with updates regarding how to make the most of your child’s involvement with Essex Children’s University, upcoming events. For example: Graduation, Children’s University Challenges, Learning Destination news, research and evaluation to help us understand the impact of our work.

You may withdraw this consent at any time – see ***Your rights*** attached. Your child will remain registered with Essex or Suffolk Children’s University and will continue to have access to our services.

**Email updates:**

If you wish to receive such email updates, please tick here:

**Safeguarding children**

Essex Children’s University and Suffolk Children’s University aim to make children and families aware of opportunities for learning via its website and social media sites. Children’s University validation recognises the quality of the learning experience, but all matters of health and safety, public liability and child safeguarding remain the responsibility of the external activity providers. All legal guardians of children that participate in such activities are responsible for assuring themselves that all appropriate measures related to health and safety and safeguarding are in place.

**Parent/guardian Statement of Consent:** I, the undersigned, consent to my child becoming a member of Essex Children’s University/Suffolk Children’s University.

Signature: Full Name:

Date

**Your Data** We store this information securely, in accordance with applicable data protection law. Personal information will only be shared with partner organisations which directly deliver our programmes. The information will not be shared with any third-parties outside of this network, nor is it shared for marketing purposes.

**Your rights**

***Access to your information*** *–* You have the right to request a copy of the personal information about you that we hold.

***Correcting your information*** *–* We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

***Deletion of your information*** *–* You have the right to ask us to delete any personal information we hold about you where:

* You consider that we no longer require the information for the purposes for which it was obtained
* We are using that information with your consent and you have withdrawn your consent – see ***Withdrawing your consent to using your information*** below
* You have validly objected to our use of your personal information – see ***Objecting to how we may use your information*** below
* Our use of your personal information is contrary to law or our other legal obligations

***Objecting to how we may use your information*** – You have the right at any time to require us to stop using your personal information for direct marketing purposes.

***Restricting how we may use your information*** – In some cases, you may ask us to restrict how we use your personal information. This might apply, for example, when we are assessing the validity of any objection you have made to our use of your information. The right might also apply if we no longer have a basis for using your personal information but you don’t want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

***Withdrawing consent to use your information***Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

**Please contact us if you wish to exercise any of these rights at:**

Essex Children’s University, c/o Community Action Suffolk, 160 Hadleigh Road, Ipswich Suffolk IP2 OHH

Telephone: 01206 505250 Email: admin@essexchildrensuniversity.co.uk

**Complaints**

We seek to resolve directly all complaints about how we handle personal information, but you also have the right to lodge a complaint with the Information Commissioner’s Office, whose contact details are:

Information Commissioners office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 Website <https://ico.org.uk/concerns>