



ACE Enfield registration form

Full name:			
Gender:			
Date of Birth:		Age	
Full home address:			
Postcode:			
Mobile:		Home number	
Email:			
School/college attended:			
Course of study:			
Start date and end date:			
School year:			

Can we contact you in the future for events, activities or trips?

Please state any medical issues we need to be aware of, or anything else that may help us to ensure your experience is of maximum benefit to you:

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Emergency contact details:

Please provide details of your next of Kin:

Parent/guardian name		
Telephone number		

I agree to the rules and code of conduct of the ACE Provision.

Name of Youth Provision:	
Signed (ACE member):	
Signed (young person):	
Date filled out:	

Where did you hear about us?

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Please Write your Ethnicity

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DATA PROTECTION

ACE uses the information you give us for several different things. For example, we want to know who is using the service, where the young people come from and what sort of activities young people attend. To do this, we need to

- **Collect** information, or data, to make sure we know what young people need and what has been provided.
- **Use** the information to make decisions and plan future activities based on need and demand
- **Keep** the information so young people are not repeatedly asked the same questions, and ensure that there is a record of decisions that have been made
- **Dispose** of the information when it is no longer needed and there is no longer a legal obligation to keep it.
- **Update** the information to ensure that it is still accurate.
- **Let you see** the information and comment on it.

ACE Management staff in ACE use personal data in a professional and responsible manner and abide by data protection legislation. Personal data is any data held about a living individual who can be identified from that data.

ACE recognises that some of your information may be sensitive. To protect you and ensure that confidentiality is safeguarded, we comply with the principles of the Data Protection Act 2018. These principles ensure that when and if we share your information it is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorized processing, access, loss, destruction or damage

Please note: we will not use any information that could identify you as an individual without your consent. Images of young people using the club will only be used on completion of a separate Photographic Consent Form.

***Do you consent to your information being stored in our database?**

(Please tick if you consent)