

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 Company 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. Parents/carers with access to My.BB will be able to edit their own and their child's data on OBM.

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:\*

## Photo Consent\*

We sometimes take photos and/or videos during BB activities and need to obtain your consent for this; please tick **ONE** of the options below:

- I am happy for photographs/videos to be taken of my child during BB activities and used at all levels within The Boys' Brigade for publicity, communications and publications including social media.
- I am happy for photographs/videos to be taken of my child during BB activities for use by the local Company only, for publicity, communications and publications including social media. Photos/video will not be used at other levels of The Boys' Brigade.
- I do not wish any photographs/videos to be taken of my child while they are undertaking BB activities.

We are committed to ensuring that photos and videos are kept securely and that consideration and sensitivity is shown in their appropriate use.

## 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/](https://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](https://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: Feldden Lodge, Hemel Hempstead, Herts, HP3 0BL.

### Leader's Use

Form received:  /  /  Updated on OBM:  /  /