

**Leeds Sailing and Activity Centre**  
**Registration and Consent Form**

<b>Course/Activity Code:</b>	<b>Title of Course/Activity:</b>	<b>Date of Course/Activity:</b>	
<b>(Participant Details)</b>			
<b>Name:</b>	<b>Date of Birth:</b>	<b>Age:</b>	
<b>Email:</b>	<b>Tel:</b>		
<b>Address:</b>			
<b>City:</b>	<b>Postcode:</b>		
<b>Gender (please tick):</b>			
<b>Male:</b>		<b>Female:</b>	
<b>Do you have any long term illness, health problem or a disability? If YES, please state (e.g. learning disability / downs syndrome / cerebral palsy / etc.) Please also provide any other additional information you feel necessary (e.g. wheelchair user / guide dog / etc.)</b>			
<b>Medical Information:</b> Please provide details of any important medical information that our staff should be aware of (e.g. epilepsy, asthma, diabetes.)			
<b>(Emergency Contact - If participant is under 16 this must be completed by the legal Parent / Guardian.)</b>			
<b>Name:</b>	<b>Relationship to child if participant is under 16:</b>	<b>Tel (1):</b>	<b>Tel (2):</b>
<b>(If your child is under 16, please specify how they will be returning home.)</b>			
<b>Will be collected (Y/N):</b>	<b>Name of person, if being collected:</b>	<b>Will make own way home (Y/N):</b>	

**Please be aware:**

THIS REGISTRATION AND CONSENT FORM MUST BE RETURNED TO THE CENTRE BEFORE THE COURSE/ACTIVITY TAKES PLACE.

**JUNIORS:** NO CHILD WILL BE PERMITTED TO TAKE PART WITHOUT A SIGNED REGISTRATION AND CONSENT FORM.

**PARTIES:** IT IS THE RESPONSIBILITY OF THE PARTY ORGANISER TO ENSURE THAT A SIGNED REGISTRATION AND CONSENT FORM IS COMPLETED FOR EACH CHILD TAKING PART.

**Declarations:**

I undertake to inform a member of staff of any changes in the information provided on this form. I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, and to deal with the injury/illness appropriately.

JUNIORS: by returning this completed form I agree to my child taking part in the activity.

**Consent Statement:**

I accept that watersports and adventure activities are hazardous by their nature and that there is a possible risk of injury. The artificial cave is not suitable for anyone with back, neck or heart problems, pregnant, pace maker, claustrophobia, epilepsy or with a stature deemed unsuitable by our staff. To help us make an informed decision about whether the cave is suitable for you please inform us if you have any other medical conditions not listed or any reasons why you should not take part in the physical activity.

I accept that climbing and abseiling are activities with a danger of personal injury.

You are signing to confirm you are aware of and accept the risks of taking part in Watersports and adventure activities including caving, climbing and abseiling and have declared any contra-indications.

**JUNIORS:** I give consent for my child to take part in the above activity/activities and, having received and read the information provided, agree to their participation. I acknowledge the need for obedience and responsible behaviour on their part.

**Data Protection/Privacy Statement**

The information you provide on this form will be held electronically in accordance with the Data Protection Act 1998.

A copy of our Privacy Statement is provided with this form.

If you would like to receive promotional information from Leeds City Council please tick this box

If you give consent for your child to be photographed during the course/session please tick this box

**Cancellation/Re-programming/Change of Activity**

Under exceptional circumstances, Leeds City Council reserve the right to change all or some of the above at short notice.

<b>I confirm that I have read and understood the information on this form and agree to abide by the terms and conditions.</b> <b>(This should be signed by the parent/guardian if the participant is under 16.)</b>	
<b>Print Name:</b>	<b>Relationship to child:</b>
<b>Signature (leave blank if completing electronically):</b>	<b>Date:</b>

Please return this form to Leeds Sailing and Activity Centre, Cemetery Road, Yeadon, Leeds, LS19 7UR. Or email to [sailingcentre@leeds.gov.uk](mailto:sailingcentre@leeds.gov.uk)

<b>(For office Use only)</b>			
Date form received:	Staff Initials:	Fee paid:	Receipt No:

# Leeds Sailing & Activity Centre Privacy Statement

1. Leeds City Council takes its obligations under the Data Protection Act very seriously. The information you provide on your registration and consent form will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it.
2. The information you provide on your registration and consent form will only be used in order to administer your course/activity enrolment and to provide you with service information relevant to your course/activity (and to provide you with information on other Leeds City Council related activities and events, should you opt to receive this).
3. Your details will be held in accordance with the Data Protection Act 1998. Under the Data Protection Act 1998, we may share information with other people and organisations where we are required by law to do so, or with appropriate justification under the Act. This includes where disclosure is necessary to enable the council or another organisation to exercise its statutory functions (for example, the Department of Work and Pensions or the Police).
4. Your course/activity enrolment is administered using a database system provided by our service partner, XN Leisure (XN). XN have access to our database and the personal information contained within it for administrative and maintenance purposes only. They will not, however, share this information with any other party.
5. All the personal data you provide as part of your registration and consent form will be retained for up to 12 months after the course/activity date. After this point, it will be securely destroyed.
6. Leeds City Council would also like to use the contact details that you have provided to offer you information on other Leeds City Council related activities and events. If you wish to take advantage of this offer, please tick the relevant box on your application form. If, at any point in time, you no longer wish to receive this marketing, please contact us at the address below:

Data Privacy  
Active Leeds  
Leeds City Council  
John Charles Centre for Sport  
Middleton Grove  
Leeds  
LS11 5DJ

Tel: 0113 3788002  
Email: [sport@leeds.gov.uk](mailto:sport@leeds.gov.uk)

Leeds City Council will then ensure that your details are removed from our records within 5 working days.

7. You have the right to ask for access to any information we hold about you. To do this, please contact us at the address above.