



Registration Form

Name of Child

Address
.....
.....

Allergies or Illnesses

Medication Details

Dietary Needs

Any Special Needs

Permission to walk home YES /NO (We also require written permission)

(Additional information can be provided on the reverse of this form)

Contact Details in case of emergency - 2 required

Name

Telephone Home Mobile

Name

Telephone Home Mobile

Email address:

I have received and agree to Musical Medley Performing Arts Terms and conditions and Data Privacy Policy (included in this document).

I give permission for my child to join Musical Medley Performing Arts.

Signed.....

Name..... **Parent / Guardian Date**

To complete the registration process, please return this form and the Photographic Permission form OVERLEAF.

Photographic and Video Permission

Musical Medley Performing Arts strives to promote self-confidence, performing skills and to create positive memories for young children performing on a live stage. We therefore are asking you for permission to capture these events for you to look back over time, and for Musical Medley to use for promotional purposes.

Please circle YES or NO to ALL three sections, sign and return this with your child's registration form for **MEDLEYS 10 YEAR ANNIVERSARY SHOWCASE** on **Saturday July 11TH 2020**.

1. Photos and video can be taken by Musical Medley Performing Arts during rehearsals for Promotion material, Social media and website content.

YES / NO

2. Individual and group performance photos can be taken from the dress rehearsal for resale at the performance venue at the time of the show and limited access to members via password-controlled website after the main event by Big Image.

Performance photos can be used by Musical Medley Performing Arts for promotion material, social media and website content.

(If consent is not given for section 2, your child will not be able to attend the dress rehearsal on the day of the performance)

YES / NO

3. Video of afternoon / matinee performance can be taken for resale to members of Musical Medley Performing Arts by Moving Memories Production.

(If consent is not given for section 3, your child will not be able to attend the matinee performance)

YES / NO

You can withdraw permission in writing during weekly rehearsals until the week before the performance day **1st July 2020** after then you agree to rescind the right to withdraw permission previously given.

I have read and acknowledge the terms and conditions for Photographic and Video Permission.

Child / Children's Name:

Signature: Date:

Print Name:

*Please note the show / performance is open to the public to purchase tickets. Photographic / video equipment including the use of mobile phones will **NOT** be permitted during the performances. Any persons seen to use such equipment will be asked to leave the venue.*

Terms and Conditions



1. These terms and conditions apply to Musical Medley Performing Arts. Changes to these terms and conditions require the written consent of the Club.
2. Fees must be strictly paid for within the dates specified. Failure to comply with this will mean the students membership will not be confirmed.
3. Methods of Payment
 - Cheque made payable to Musical Medley Performing Arts Club
 - Bank details for online payments:
Bank – Barclays, Account No: 63592251, Sort Code: 20-16-12,
Account Name: Musical Medley Performing Arts Club
 - Cash
4. Rehearsals take place once a week during the normal academic terms. Half term rehearsals will be pay on the day.
5. Cancellation
 - Where a student decides to leave the Club mid-term, no refund will be given for sessions not completed
 - Students will be charged for any costumes ordered should they not give reasonable notice and leave the Club.
 - Should the child be unable to take part in the show, we require at least 3 months prior warning. Obviously unforeseen circumstances excluded.
 - Apex tickets purchased for the show are non refundable.
6. Musical Medley Performing Arts reserves the right to exclude students from lessons at its discretion. Bad behaviour will not be tolerated resulting in exclusion from the Club.
7. Fees are reviewed annually in September.
8. Students participate at their own risk and are obliged to inform Musical Medley Performing Arts and its staff of any existing injuries or medical condition. Registration / Disclaimer forms must be returned.
9. Musical Medley Performing Arts will use photographs on their website and promotional material. A Photographic and Video Permission form must be completed and returned.
10. Students are obliged to take care of their own belongings.
11. Parents will be requested to supply costumes for the show.

Data Privacy Notice



Your personal data – what is it? Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR)

What information do we hold on your children? This information includes name of child / children, contact details of parents/carers, attendance information, any safe guarding arrangements, special educational needs and any relevant medical information. Children are **not** able to give consent for their own data until they are 16, so as part of our “registration and induction process” for new parents they will receive a copy of our **Data Privacy Notice** and will have to complete a consent form for us to hold and process their own and their child’s personal data.

In our personnel records for team members we hold contact details, personal information, DBS details and medical information.

How do we process this personal data? Musical Medley Performing Arts complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data: by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that sufficient technical measures are in place to protect personal data.

We use this personal data for the following purposes: -

- To administer attendance records
- To administer our financial records
- To keep parents informed of their children’s well-being, news and events

What is the legal basis for processing your personal data?

- Consent – By agreeing Musical Medley Performing Arts can obtain your personal data, by means of registration form(s),
- Contract – By joining Musical Medley Performing Arts membership,
- Vital interests - Processing is necessary to protect someone’s life (i.e. contact details for medical emergency).

Sharing your personal data Your personal data will be treated as strictly confidential and will only be shared by the following . To summarize: -

- Musical Medley Performing Arts has a legal obligation to disclose any information to the Local Safeguarding Children’s Board that is related to the safeguarding of a child.
- Musical Medley Performing Arts has a legal obligation to disclose any information to UK Law Enforcement Agencies and Local Authorities with a legitimate request.

How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Statutory Framework by HMRC for accounting purposes.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Musical Medley Performing Arts holds about you and your child / children.
- The right to request that the Musical Medley Performing Arts corrects any personal data if it is found to inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the setting to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the Musical Medley Performing Arts (current data controller) provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office (ICO).


Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Consent Details

To exercise all relevant rights, queries or complaints please contact us in the first instance on 07585 118086 or by email mark@musicalmedley.co.uk or in writing to Cannanore, Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk IP29 5BE.

You can contact the Information Commissioners Office help line on 0303 123 1113.

This policy was adopted by	Musical Medley Performing Arts	<i>(name of provider)</i>
In	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed by		
Names of signatories	Rachel Hall & Mark Grovesmith	
Roles of signatories	Partners of Musical Medley Performing Arts	

Safeguarding and Welfare Requirement: Information and Records

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.