



BEST START IN LIFE REGISTRATION FORM

COUNCIL OF THE ISLES OF SCILLY



The Children's Services and the Early Years team would appreciate it if you could take a few minutes to complete this registration form, every family is asked to register. This enables us to keep you up to date with activities and services that may be of interest to your family, and monitor, tailor, evaluate and plan future services for the community.

Please use **BLOCK CAPITALS and pen** to complete this form, thank you.

PARENT/CARER DETAILS

Title:

Email:

Forename:

Date of Birth:

Surname:

Relationship to child:

Address:

Do you have a disability or special needs?

Please describe.

Postcode:

Contact No.:

CHILD DETAILS

Forename:

Surname:

Date of Birth:

Gender:

Do you consider your child to have any disability or special needs?

Child 1 Details

Child 2 Details

Child 3 Details

Female/ Male	Female/ Male	Female/ Male

Is there anything else you feel we should know?

PHOTO/VIDEO CONSENT

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- Photographs/ videos may be taken during activities provided by the Children's Services for use in promotion and/or service evaluation.
- Please **tick the box to give permission** for photographs/ video to be taken of yourself or your child(ren) during Children's Services activities.
- These images will be deleted following a two year period after your child stops using these Services.

PRIVACY NOTICE

The Data Controller for all the information you provide on this form is the Council of the Isles of Scilly. Data Protection Registration Number: Z5715100

We will only use this information in conjunction for the purposes as stated in this application form and it will not be shared with any third parties.

We will process your data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. You have the right to;

Be informed of how we will process it

Request a copy of what we hold about you;

Have it amended if it's incorrect or incomplete

Have it deleted (where we do not have a legal requirement to retain it)

Withdraw your consent if you no longer wish us to process

Restrict how we process it

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact the Data Protection Officer on 01872 326424 or email dpo@scilly.gov.uk

We will treat your information throughout this process confidentially and limit access to it to only those who need to view it. Your information will be stored electronically on password protected and access controlled computer systems at the Isles of Scilly Council. It will be kept in accordance with the statutory requirements

How we use children and young person's information

This privacy notice is here to tell you what information the Council of the Isles of Scilly Children's Services collect about you, what we do with that information and why we do it, who we share it with, and how we protect your privacy.

Why we collect your personal information

According to the UK General Data Protection Regulations (UKGDPR) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This will be to:

- Deliver services and support you and your family
- Manage those services we provide to you and your family
- Train and manage the employment of our workers who deliver those services
- Help investigate any worries or complaints you have about your services
- Check the quality of services
- Help with research and planning of new services

We will collect enough personal information to provide services that safeguard your children's emotional and physical health, their well-being and support them to meet their physical developmental needs, in order that they get the best possible start in life and continued support whilst they grow up. This includes their education and information relating to their Education, Health and Care needs.

We are not permitted to collect information we do not need or will not use. This document covers information you have provided to a member of the Children's Workforce and information which has been shared by other organisations.

We will keep your personal information in accordance with the case retention policy. If we use your personal information for research or analysis, we will keep your details anonymous or use a fake name.

We will not sell your personal information to anyone else.

Legal obligation and public task

The information is used to enable the duties placed upon the Local Authority, the Children's Safeguarding partnership agencies who work with children, young people and their families, in the Children's Act 2004, the Children and Young Persons Act 2008 and the Statutory Guidance of 2013, 2015 and 2018 and Working Together to Safeguard Children 2018 and 2023. We will not give information about your child to anyone else unless the law and our policies allow us to do so.

The Council's Data Protection Officer may be contacted at dpo@scilly.gov.uk.

For further information about Information Rights legislation, please contact the Information Commissioners Office at www.ico.org.uk or by telephone on 0303 123 1113.

I have read and understand the information above.

Signature:

Date:

Office use only

Database Updated ☐

Added to Email ☐

Sent Welcome email ☐

Please return to: Children's Services, Carn Gwaval Health & Wellbeing Centre, St. Mary's, Isles of Scilly, TR21 0NA
FamilyScilly@scilly.gov.uk