

## Personal Details Form (Adults aged 18+)

Please complete & return this form to your group organiser at least 8 weeks before the start of your event. All information will be treated as confidential and only made available to adults and staff at Derwent Hill who need it in order to ensure safety and wellbeing. Information is held securely in compliance with GDPR legislation and destroyed on completion of the course, unless there are any accidents, in which case information will be held according to our retention schedules. For more information please see our Privacy Policy on our website.

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender male female

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Mobile \_\_\_\_\_

Company/Organisation/Group \_\_\_\_\_

Department/Section \_\_\_\_\_

Course ref \_\_\_\_\_ Dates \_\_\_\_\_

### Health information

This information is confidential and will be shared only with staff that may need it to ensure your well being whilst at Derwent Hill.

Do you have a health condition that we need to be aware of? Yes No

Please give details \_\_\_\_\_

If applicable, and where possible, please bring two sets of medication, so that we have a spare set that can be looked after by our staff.

### Dietary requirements

Do you have any dietary requirements? Yes No

E.g. vegetarian, gluten free

Please give details \_\_\_\_\_

### Insurance

Derwent Hill and Sunderland City Council will be responsible only for their own liability, including neglect attributable to its employees in the course of their duty. Personal accident and cancellation insurance are not provided. It is recommended that participants or their organisation arrange such insurance.

### Photographs

Derwent Hill may wish to use photographs or video images for promotional purposes. No individual(s) will be identified by name. Please tick the box if you agree to the use of any images for this purpose.

### DECLARATION

I will follow safety instructions from Derwent Hill staff and their delegates. I understand that, although Derwent Hill minimises risk by the use of highly competent and experienced staff working within strict safety guidelines, there is an element of risk inherent in all activities which cannot be entirely eliminated. In the event of serious illness or injury during the course, I agree to the disclosure of this medical information and receiving medication and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signed \_\_\_\_\_ Date \_\_\_\_\_