



Whittaker Hall, 1a Woodhall Crescent, Hornchurch, Essex, RM11 3NN

Phone: 01708 476554 Text 07599 998103

E-mail: admin@hadhavering.co.uk Website: www.hadhavering.co.uk

Registration Form

Please return to: H.A.D. By email admin@hadhavering.co.uk or by post

Name:			How did you hear about us? e.g. event/advert/social media
Address:			
Post Code:			
Email address:			Male/Female
Contact Number(s):			
Emergency Contact:	Name: Contact Number:		
Date of Birth:		Ethnicity:-	Religion:-
Disabled:	Disabled: Yes/No (If Yes please specify) :- Carer Yes/No Receipt of direct payments Yes/No		
Photo Consent Do you consent to your photo or image being used to promote and publicise H.A.D. in a variety of formats including television, newspapers, video, posters, leaflets, internet and other to promote the work they do? Images will not be used for any other purpose.	Please tick where appropriate <input type="checkbox"/> I consent to my photo being taken and potential used to promote H.A.D. <input type="checkbox"/> I do not consent to my photo being taken and potential used to promote H.A.D. <input type="checkbox"/> Withdrawing consent An individual captured in an image can withdraw their consent even after having signed the consent form. Any such withdrawal should be in writing. Once consent is withdrawn, H.A.D cannot use the relevant images again, but it will not normally be possible to recall documents in which your image has already appeared.		



Havering
LONDON BOROUGH



A registered Charity No: 1089188 Company limited by guarantee
Registration No: 4204554 England Registered office as above

HAD will occasionally send out mail outs/emails regarding Services & updates. Please confirm which items you are happy to receive information.	H.A.D. Classes/Events <input type="checkbox"/> Volunteering <input type="checkbox"/> Benefits Advice <input type="checkbox"/> Community Friends <input type="checkbox"/> Fundraising/Events <input type="checkbox"/> Other (please specify) _____ OR No I would not like to receive any updates/mailouts from HAD <input type="checkbox"/>
Method of contact	Email <input type="checkbox"/> Telephone <input type="checkbox"/> Post <input type="checkbox"/> SMS <input type="checkbox"/> Other (please state)
Any additional information we should be aware of?	

Data Protection:

How we treat the information we gather

HAD is a registered charity and a company limited by guarantee. We are the Data Controller of personal information that this policy applies to under the Data Protection Act 1998.

We only collect information about you that:

- helps us make our services work better for you
- lets us contact you if we need to
- lets us give you accurate local information if you need it
- shows us how you are using our services, so we can keep improving it
- helps us understand why you support our work, so we can better meet your needs and find more people like you.

How we use your information

We never share your information with other organisations for marketing, market research or commercial purposes, and we don't pass on your personal information to any other website.

Disclosure of your information

We may disclose your personal information:

- if we are under a duty to disclose or share visitors' personal data to comply with a legal obligation
- for law enforcement purposes
- to apply our terms of use and other agreements

Your rights

Under the Data Protection Act you have the right to:

- ask us not to process your personal data
- see information we hold about you
- ask for inaccurate personal data to be corrected

I give my consent to personal information being recorded and stored. For a copy of the personal information we hold about you, write to the **Manager, HAD, 1a Woodhall Crescent, Hornchurch, Essex, RM11 3NN**, when we are satisfied of your identity we will send you a copy of your personal information that we are legally required to disclose. We may ask you to pay a fee. Please contact us at the same address if you believe that information we hold about you is inaccurate and want it to be corrected.

Client Signature: **Date:**

Office Use only:	
Date registration received:	Date registration contacted:
Recorded on database:	Staff Initials