

New Members Contact Information Sheet



Before anyone can participate in an SDSG swimming session, we ask all members (or carers) to complete and sign the form below. **Please complete in full, clear print.**

All information provided is strictly confidential and is only used for emergency, monitoring and information purposes. Please read our GDPR statement, located on the last page.

How did you hear about SDSG?

Member Contact Details

Full Name		Preferred Pronouns	
Address			
Town/County		Postcode	
Home Phone Number		Mobile	
E-mail Address			
Date of Birth			
We may sometimes have to cancel sessions last minute and we need to be able to inform our members. Please indicate your preferred contact method; include at least one “instant” method for instances such as emergency closures. We will only use your postal address for our newsletters, and we will not pass your details on to any other party. ☐ Home Phone ☐ Mobile ☐ Email ☐ Post			
Allergies: please list any that we, or emergency services, should be aware of.		Medication: used for emergency reference only to ensure your safety.	
Disability:			
Specific Requirements: Please describe how your disability affects you and how we can best support you during the session, or should an emergency arise.			

Emergency Contact Details and Information



The information in this section will only be used should it be required for your safety. (This must be someone other than the accompanying persons listed above.)

Name of emergency contact	
Relationship to member	
Phone Number	

Accompanying Family Members/Carers Contact details (if applicable)

We will only contact you should we have to cancel a session last minute and cannot get hold of the member.

Name	
Relationship to member	
Telephone number	
Email address	

Name	
Relationship to member	
Telephone number	
Email address	

Anonymous Monitoring

The information in this section is for monitoring and grant application purposes only. Our group is supported through a combination of grants and generous donations; any comments here could be used anonymously as part of the funding application process.

Are there any specific health improvements/physical or social benefits you are hoping to gain from attendance at SDSG swimming sessions?

Membership Agreement

You should inform us if your contact details, emergency contact details or emergency-relevant medical information changes.



Member

I confirm that I (full name) _____ am fit to swim and will not hold SDSG responsible should I become unwell whilst in the water. I also confirm that should I require use of the poolside hoist I weigh less than the maximum allowance of 22 stone (139 kg). In addition to this, I confirm that the same applies to any adult that attends with me. Should I bring any children with me, I take full responsibility for their health, safety and behaviour whilst at SDSG.

Signed Member: _____

Date: _____

Should the member be under 18, or otherwise incapable of signing, a family member or carer should sign below on their behalf.

Signed Family Member/Carer: _____

Relationship to Member: _____

Date: _____

Accompanying Adult (over 18)

I confirm that I (full name) _____ am fit to swim and will not hold SDSG responsible should I become unwell whilst in the water.

Signed Accompanying Adult: _____

Date: _____

If you have any doubt about your fitness to swim, we recommend that you speak with your GP.



GDPR Statement

Shepshed Dolphin Swimming Group needs to collect and use certain types of personal and sensitive information about the Data Subjects who come into contact with it to carry out our work. This personal information must be collected and dealt with appropriately – whether on paper, in a computer, or recorded on other material- and there are safeguards to ensure this under the Data Protection Act 2018.

Personal Information

Information about living individuals that enables them to be identified, e.g., name and address. It does not apply to information about organisations, companies, or agencies, but it does apply to named persons, such as individual volunteers, members, or employees within Shepshed Dolphin Swimming Group.

We also request sensitive health and disability information. This is for your own safety. We do not pass this on to anyone; we log it in our emergency contact information in case an emergency arises.

Shepshed Dolphin Swimming Group only collects and processes appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.

We do not share your data or personal information with anyone unless it is required by law under the safeguarding act and our own safeguarding policy.

We will use your personal information only to contact you regarding session closures and SDSG-related information, and to send our newsletters periodically. For staff and volunteers, we will use your contact details only for general SDSG information, pool closures, and rota updates.

Data Storage

Information and records relating to members, volunteers, and employees will be stored securely and will be accessible only to authorised staff and volunteers. Emergency contact details for all members, volunteers, and staff will be updated when new members join and kept poolside in a dedicated Emergency Contact book. This book will be kept out of sight in our cage and locked when not in use.

Information will be stored only as long as it is needed or required by statute, and will be disposed of appropriately. It is Shepshed Dolphin Swimming Group's responsibility to ensure that all personal and company data is unrecoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party, or from any member of staff who no longer works for the charity.