

Data Protection

The data you provide will be used to inform departments within Warwickshire County Council as well as Central Government agencies such as the DfES and the LSC regarding service uptake against specific targets.

The Regional Duke of Edinburgh’s Office request, each year a record of candidates progress through the Award, together with details of those people with a disability or who are disadvantaged by number only. No personal details are given.

In fulfilling its data protection obligations Warwickshire County Council will treat all personal data with the strictest of confidence. Data will always be processed fairly and lawfully, and will only be disclosed in accordance with the Data Protection Act 1998. The data controller is Warwickshire County Council.

You should be aware that photographs and digital images taken by persons acting on behalf of the Award may be used for future publicity and promotion. If you do not want images of yourself to be used you must make staff aware at the time that images are taken.

Everyone should remain mindful that adventurous activities carry an element of risk and that due to the progressive nature of the Award young people from time to time may be unaccompanied or supervised from a distance. It is the joint responsibility of the young person, parent and Award leader to try and ensure that risks are kept to a minimum.

Increasingly, adults who work with vulnerable people are required to produce information about themselves for checking by the Criminal Record Bureau. This practice only identifies those who have been convicted of some offence. Numerous external groups and individuals support candidates through the Award who may not have applied clearance through the CRB.

It is all our responsibility to remain vigilant and report anyone or anything that you feel uncomfortable about.

Candidate to Sign here: **Date:**

This section to be completed by Parent/Guardian please
I have read all details and agree to my *son/daughter/ward taking part in the Duke of Edinburgh’s Award (*please delete as necessary)

Signed (*Parent/guardian): **Date:**

When completed this **form** should be forwarded with the **Cheque** to:

- 1. AWARD LEADER** within **SCHOOL** or your **UNIT** who will then forward it on to:
- 2. AREA LIAISON OFFICER** who will then forward it on to:

Katie Griffin
Youth & Community Service
Building 3
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Telephone: 01926 742490