

2020 University of Warwick Royal Institution Engineering Masterclasses

Parent/Carer consent form - TO BE COMPLETED BY A PARENT OR CARER

Your child's teacher would like to nominate them to attend a series of Ri Engineering Masterclasses. If your child is successful in securing a place the class will be delivered by academics from the University of Warwick. Please see the attached letter for more details. The teacher will need to return this information to the University of Warwick before 17th January 2020 so please do not delay. Please note that forms must be returned via your child's school – any forms returned directly to University of Warwick or the Royal Institution will not be processed. Please read the joint privacy notice at the end of this form before completing it.

Name of student:	
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Home postcode:	Gender (optional):	DOB:	D	D	М	Μ	Υ	Υ
Contact telephone:								
School name and postcode:								

Parent's email address (block capitals):

The email address provided should be checked regularly as this will be our primary method of communication. If you do not have an email address please write 'not used' and ensure you have provided us with a telephone number.

Does your child have any allergies, medical conditions, accessibility requirements or do they ordinarily receive
any additional support during school we should be aware of? Yes/No
Details:

Emergency contact - name, relation to student, telephone number:

We need your consent to process your child's application further: If my child is invited to attend the Masterclass series, I confirm that they will attend ALL sessions and accept responsibility for their travel to/from the venue(s). I give permission for any necessary emergency medical treatment to be carried out while my child is at the classes. I understand that the Ri who own the Masterclass programme may contact me about events and activities related to Ri Masterclasses.

Confirm student name: Parent/Carer name: Confirm email address: Please tick to confirm agreement with waiver: □ Signed: Date: D M M Y Y

Photo consent (optional): I give approval for the University of Warwick and take and use images and videos of the Masterclasses which may include my charge reporting and media purposes, including on social media. I understand that my Ri. Please tick to confirm: YES \Box NO \Box	hild, for o	utrea	ach, i	fundi	raisir	ng,	
Signed:	Date:	D	D	М	М	Υ	Υ

<u>Privacy notice</u>: The Royal Institution and the University of Warwick process the personal details provided above (and any subsequently collected) for the purpose of considering your child's application, corresponding with you generally, running the Ri Masterclass programme, taking images/videos, contacting the appropriate person in case of emergency, to record and track your child's performance and to communicate with you generally. We do this with your consent that you provide by returning this form to us.

All personal data entered in this form will be held securely by the University of Warwick for the duration of the Masterclass series.

This information will also be stored by the Royal Institution and recorded in their database. You and your child's personal details will always be stored securely by the Royal Institution and will never be passed on to third party organisations to use for their own purposes. We will use your personal data to communicate with you only about Ri Masterclasses and related activities, such as Celebration Days.

The University of Warwick will not retain information such as allergies, medical conditions, accessibility requirements or additional support needs after the end of the series but will retain other information such as – your name, contact details and photo consent for two years.

The Royal Institution will retain your personal data for as long as necessary..

The Royal Institution will not retain any sensitive information such as allergies, medical conditions, accessibility requirements or additional support needs.

You have certain rights in respect of your and your child's personal data processed by either the University of Warwick or the Royal Institution. These are rights to withdraw consent, to secure access to your personal data, to rectify any inaccurate personal data, to erase it, to restrict processing, to object to processing and to exercise a right of data portability.

If you have any concerns regarding the Royal Institution's handling of personal data please contact <u>dataprotection@ri.ac.uk</u> For further details please see the Ri privacy policy (available on their website, <u>www.rigb.org</u>).

If you have any concerns about the handling of your personal data by the University of Warwick please contact <u>dpo@warwick.ac.uk</u>. If, after we have been given the opportunity to address your concerns, you are still dissatisfied you may contact the Information Commissioner's Office at <u>www.ico.org.uk</u>