**RANMOOR PARISH CENTRE REGULAR USERS**

**Compulsory User Information Form**

This form must be completed and returned to:

Claire Webber – Ranmoor Parish Administrator within 14 days of receipt.

administrator@stjohnsranmoor.org.uk

Ranmoor Parish Centre, 5 Ranmoor Park Road, Sheffield, S10 3GX

**Please tick all that apply:**

As a regular user of Ranmoor Parish Centre our group has our own **Safeguarding Policy:**

 Yes No (Please tick)

If you do not have your own Safeguarding Policy please tick here to agree to the St John’s Church Ranmoor Safeguarding Policy (please tick)

As a regular user of Ranmoor Parish Centre our group has its own **insurance liability** to protect our members and is available to see on request:

 Yes No (Please tick)

As a regular user of Ranmoor Parish Centre, I am aware and conform to the **terms and conditions of hire**:

 Yes No (Please tick)

 **Please complete:**

Name of Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Website :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of group leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Are you happy for these details to be shared on our website and given to people who are interested in your group? Yes / No **(Delete as appropriate)**

GDPR Statement: Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Parish Office. You can withdraw or change your consent at any time by contacting the Parish Administrator Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.