

Contact Details Sheet - for all Glasgow branch dancing classes

We ask that you provide: your name, own email & phone number
a contact phone number (in case of emergency) not yours.
your consent to us holding this information (GDPR, Data protection regulations)

Why:

We occasionally contact you e.g. - a tree once fell on the roof of a hall so the class was cancelled!

We use public halls with their fire regulations so we need to know our attendees.

If we hold information about you, we need your consent.

In 2022-23, the Branch started to use what was then referred to as a **GDPR sheet**. This was to collect contact details for each participant in a class, whilst following Data Protection regulations. We are continuing with this sheet but have changed its name to Contact Details Sheet.

Those who attended a specific class in 2022-23 and therefore will have filled in a sheet, may just **re-sign and date** that sheet if the details are still the same for this year. (Note: the "Emergency Contact" should **not** be anyone who attends the same class as you.)

For those attending a new class, a dancer Contact Details Sheet should be filled out. This may be kept by the teacher for the rest of the year.

Those who know they will only be attending once in the year (or not sure they will be back) need only fill in certain parts, and the sheet must be left with the class register whilst dancing. At the end of the class, the sheet may be collected by the dancer and taken away if so wished. (If the dancer changes their mind and comes back to the same class, they can bring that sheet again but fully completed.)

Two A5 copies per page are available - for a couple or two friends or for those who attend two classes.

This Contact Details Sheet is provided both as a WORD document or an EXCEL spreadsheet, for you to download and complete. **See website for these forms.**

The class teacher may provide information to send electronically or accept any printed forms.

Paper forms are available at the classes.

Thank you

(If you are an Excel user, it is recommended that the Excel version is used for both printing blank OR filling in. If possible, the Excel one should be used for emailing.)