

General Data Protection Regulations (GDPR) Statement

We keep a record of the following information: name, address, contact number, email address, date of birth, mental health diagnosis, GP, where you heard about MEGAN CIC, equality and diversity data and records relating to the support you receive from MEGAN. The information is used for monitoring purposes, to enable the distribution of relevant information and in case of an emergency or safeguarding concern; we would provide any relevant information to paramedics, police, and/or general health professionals. Your information will be held by MEGAN CIC on our Client Management System for the duration of your membership. MEGAN CIC would never sell, give out or distribute any details you have provided other than that outlined previously. All information collected is stored in line with the General Data Protection Regulations.

Confidentiality Statement

MEGAN CIC take confidentiality very seriously. Anything discussed or disclosed within the groups will be kept confidential within MEGAN CIC. Group Facilitators and Directors reserve the right to breach this confidentiality statement for the following reasons:

- If there is a risk of harm to yourself, others or local/national security
- Where a worker is summoned by a court to give evidence
- In an emergency i.e. if the medical services or police were needed
- If we have concerns for a child's welfare we will raise this as a child protection issue or concerns for a vulnerable adult this will be raised as a safeguarding issue with the appropriate persons.

Agreement (please sign)

By signing below, I confirm that I have read, understood and agree for MEGAN CIC to hold my details as listed under the GDPR Statement for the purposes outlined and the MEGAN CIC Confidentiality Statement. You have the right to opt out at any point by contacting us when we will then dispose of your information securely.

Signed: **Date:**

Please return completed Membership Forms by:

By post: MEGAN CIC, 13 Military Road, Chatham, Kent, ME4 4JG

Email: enquiries@megancic.org.uk

Please ensure you pay the correct postage when returning your forms, as failing to do this will result in post not being received by MEGAN CIC as we will not pay the handling charge.



Tracey / Catherine
MEGAN CIC
13 Military Road
Chatham
Kent ME4 4JG
Tel: 01634 402077
Email: enquiries@megancic.org.uk

Dear Member

Thank you for your interest in the service, please find enclosed a membership form.

Once you have completed the membership form please return to us by post, email or in person at the above address.

Once we have received your completed membership pack, we will send the group dates to you. If you have provided an email address, these will be sent to you by email, so please remember to check your inbox. If you have not provided an email address, these will be posted to the address you have provided.

When you receive the dates, you are more than welcome to attend any the groups that you feel may be helpful.

If you have any further questions, please do not hesitate to contact us.

Kind Regards

Tracey & Catherine
Executive Directors

Membership Form

| | |
|----------------|----------|
| Name | |
| Address | Postcode |
| Contact Number | |
| Email Address | |
| Date of Birth | |
| GP Surgery | |

| | |
|--|--|
| Do you have a mental health diagnosis? If yes, please state: | |
| Where did you hear about MEGAN CIC? | |

Photo / Video Consent

The staff and volunteers at MEGAN CIC may, on occasion, wish to take photographs and/or video footage of you at group events and activities organised by MEGAN CIC. The reasons include:

- To have a visual record of the event.
- To advertise and promote the services both local and nationally.
- To show to our funders and/or to use as a tool to seek funding.
- To update MEGAN CIC website/social media on the internet.
- To promote health and wellbeing initiatives.

Please tick if you give consent to the taking of photographs and/or video film to be used as outlined above.

Equality and Diversity Information

This information will only be used for statistical purposes. Any information provided will be treated strictly as private and confidential.

Please put an "X" in the box and provide additional information as you feel relevant

| |
|---|
| <p>Gender:</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender</p> <p><input type="checkbox"/> Other gender variant</p> |
| <p>Disability:</p> <p>Do you consider yourself to have a disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Sexual Orientation:</p> <p><input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian</p> <p><input type="checkbox"/> Questioning <input type="checkbox"/> Heterosexual <input type="checkbox"/> Other (please state.....)</p> |
| <p>Age:</p> <p><input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65-74</p> <p><input type="checkbox"/> 75-84 <input type="checkbox"/> 85+</p> |
| <p>Ethnicity:</p> <p>White</p> <p><input type="checkbox"/> English/Scottish/Welsh/Nothern Irish/UK <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background</p> <p>Mixed Ethnic Background</p> <p><input type="checkbox"/> Mixed ethnic background</p> <p>Asian/Asian UK</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black/African/Caribbean/Black UK</p> <p><input type="checkbox"/> African <input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black/African/Caribbean background</p> <p>Other Ethnic Group</p> <p><input type="checkbox"/> Arab <input type="checkbox"/> Any other (please state</p> |
| <p>Religion or belief:</p> <p><input type="checkbox"/> No religion <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Other religion</p> |