

## Referral form for Purple Elephant holiday activities

To refer a family complete this form and email it to [info@purpleelephant.org.uk](mailto:info@purpleelephant.org.uk)

Purple Elephant runs family activities in each school holiday period which offer an engaging activity for the whole family to enjoy followed by a meal provided by Fair Frome. These activities are open to families who live in Frome and surrounding villages, or further afield in Somerset if families have additional needs. Entry is on a pay what you can basis.

Please refer families to us using this form. It is important to include as much information as possible and for contact details to be included, as we will add the family to our database and contact them directly when holiday activity details are released.

Please discuss the referral with the family prior to referral and secure their consent to the use of their personal details.

<b>Name of referrer and organisation:</b>			
<b>Child/ren's name/s:</b>			
<b>Date of birth:</b>	-----		
<b>Home address:</b>	-----		
	-----		
<b>Name/s of parent/carer/s:</b>			
<b>Telephone number(s):</b>	<b>Home:</b>		
	<b>MOBILE:</b>		
<b>Email address:</b> please see data protection notice below			
<b>Does the child/ren have a diagnosed or undiagnosed disability or condition? If yes please give details:</b>			Yes      No
<b>Are the family in receipt of DLA or PIP?</b>	<b>Does the child have an EHCP?</b>	<b>What is the nature of the child's disability?</b>	
<b>Please give details of any dietary requirements:</b>			

### Data Protection notice

Purple Elephant will use the information on this form to organise our holiday activities and to keep the family up to date with any important information or changes. We will also keep the information to allow us to analyse attendance and plan for future activities. We will add the family's contact details to our database and let them know about our other services, and may forward selected information from partner organisations that we think would help to support them as a family. If the family give their telephone number, we will use this to give them a text reminder before the activity. **Please indicate here if you (the family) are happy for us to use the above information in this way** YES / NO

**Notification regarding the processing of any personal data supplied on this form:**

**Data Controller:** Purple Elephant Family Support CIO

**Data Protection Officer contact:** [suewillis@purpleelephant.org.uk](mailto:suewillis@purpleelephant.org.uk)

**Purpose for processing:** To gather attendee data for the purposes of the Purple Elephant Family Holiday Fun Programme.

**Legal basis for processing:** Consent and legitimate interests

**Legitimate Interests:** Purple Elephant will process your data for the purposes of audit, quality control, activity and grant monitoring purposes.

**Data Sharing:** The personal data provided will be shared with Somerset County Council Community Inclusion and Activities colleagues if your child has a disability or additional need (see below) and may be shared with Somerset Direct if a safeguarding issue arises. Anonymised data may be shared with the organisations who have funded these activities.

**Transfers abroad:** This data will not be transferred abroad.

**Data Retention:** This data will be retained for a period not exceeding 7 years to meet audit and financial requirements.

**Your Rights:** You have the right to ask Purple Elephant to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However, these rights are only applicable if Purple Elephant has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, you will not be able to take part in the activity.

**For more information:** [www.purpleelephant.org.uk](http://www.purpleelephant.org.uk)