



PASSENGER REGISTRATION FORM

NAME: .....

ADDRESS: .....

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TELEPHONE NO: .....MOBILE NO: .....

EMAIL ADDRESS: .....

**IMPORTANT** - If you have any disability such as diabetes, epilepsy etc please declare below. Such information is confidential to the vehicle crews.

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If you normally use a wheelchair or a walking aid please provide details below:

- I am able to board the vehicle by the side steps.
- I require to board using the lift.
- I wish to travel sitting in my wheelchair.
- PLEASE DELETE THE ABOVE AS APPROPRIATE.

**EMERGENCY/NEXT OF KIN CONTACT INFORMATION**

Please provide us with details of your next of kin or family/friends we could contact in case of emergency:-

NAME .....

ADDRESS.....

.....

Telephone No..... Mobile No .....

**DETAILS OF YOUR GP IN CASE OF EMERGENCY**

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Please turn overleaf and complete and sign the declaration then return this form to Contact 88 Tozer Way Chichester West Sussex PO19 7LG

## Contact 88 Passenger Consent Declaration Form

### Summary of its Obligations to Clients Regarding Data Protection

Contact 88 recognises its responsibilities under the *General Data Protection Regulations 2018 (GDPR)* in respect of the data that it maintains on computer and in relevant filing systems. Personal information is held in order to be able to communicate details of outings to registered clients and to enable general correspondence and communications.

Contact 88 must comply with the data protection principles which are set out in the *General Data Protection Regulations 2018*. For example: information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Contact 88 will only share personal information that it holds with those that are involved with the planning and organisation of outings within Contact 88 and will never share information with any other organisations.

As soon as a client indicates that he/she no longer wants to be registered with Contact 88 all personal details will be deleted from its computer records and any paper copies will be safely destroyed.

**If you do not return this consent form then it will be assumed you no longer wish to be notified of outings and your name will be removed from Contact 88's contact list.**

#### Data Protection Officer

Contact 88 has designated one of its Trustees as its Data Protection Officer. All enquiries regarding the *GDPR* and the Contact 88's policy should be made via the Office Administrator to this person. Only the information captured from the registration form will be kept but if you want confirmation of what personal details are held by Contact 88 then please feel free to contact the Office Administrator and/or Data Protection Officer.

It is Contact 88's policy to seek the consent of clients to hold and process personal data.

**I confirm that I have read the above summary of Contact 88's Data Protection policy and consent to Contact 88 holding my personal data for the specified uses. The full Promise and Privacy Policy is available on request or on the web site.**

Signed.....

FULL NAME IN BLOCK CAPITALS:

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Dated .....