

# Healthy Me Referral Form

Please complete all sections of the form in **block capitals** and return to:  
Healthy Me, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Or by email:** [healthyme@wiltshire.gov.uk](mailto:healthyme@wiltshire.gov.uk)

This form must be completed by a parent / guardian / carer. Please complete this form in as much detail to enable the coaches to understand and be aware of any care the attendee may require.  
The aim of this programme is to try and encourage the attendee, and their family to participate in as wide a range of sporting and leisure activities as possible.

Personal details (attendee)	
Name:	Gender:
Date of birth:	Age:
Ethnicity: (this is optional)	
Parent / guardian / carer details	
Name:	
Home address:	
Postcode:	
Home number:	Mobile number:
Email:	Daytime / work number:
How were you referred to the programme?	
Self <input type="checkbox"/> School Nurse <input type="checkbox"/> School <input type="checkbox"/> Public Health Nurse <input type="checkbox"/>	
GP/Doctor <input type="checkbox"/> Health Trainer <input type="checkbox"/> Social Services <input type="checkbox"/> Other (please explain below):	
Referrer name:	Referrer email:
Emergency contact numbers (additional to above)	
Name:	Relationship to attendee:
Mobile number:	Daytime number:
Medical information	
Doctors name:	
Doctor's surgery address:	
I understand that as part of this project Wiltshire Council will contact my GP and/or referrer and could provide them with data on weight, height and BMI change	
Do any of the attendees suffer from any medical condition/allergy we need to be aware of?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do any of the attendees have any physical/learning impairments?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you have answered yes to either of the above, you must complete the separate medical form disclosing further information</b>	

<b>Other attendees</b> (please list any other attendees that will also be attending the programme)		
Name	Age	Relationship to attendee

As part of the programme we take BMI, weight and height measurements, and physical Activity scores for the attendee, do you give permission for us to take the same measurements for the other attendees?

Yes  No

**Privacy notice**

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk). Leisure services will only use any contact details you provide for the purpose of contacting you regarding this program and promoting our services and events to you. A more detailed notice of what we may do with your information, and about your information rights is available at [www.wiltshire.gov.uk/leisure-memberships](http://www.wiltshire.gov.uk/leisure-memberships). We will share your personal data where necessary within the council and to partner organisations to deliver leisure services programmes, but we will not share your data with any other third parties unless we are required or permitted to do so by law.

We would like to automatically keep you up to date with news about leisure services and send you other news and offers that are relevant to you from Wiltshire Council by email.

If you would like us to keep you informed and receive other offers and news please tick here:

For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our [privacy notice](#) on the website.

**Photographs and film footage**

Wiltshire Council staff photographer and local media may take photos and film footage as a record of our sports and physical activity programmes. Wiltshire Council and its partner organisations may use these images to promote the work of Wiltshire Council or publicise this particular activity. Wiltshire Council and partner organisations may use a variety of platforms, such as using television, electronic and print media, websites, social media, promotional videos, publicity brochures and displays and exhibitions.

Wiltshire Council will keep and use any photos or film footage for 2 years. Please note that websites can be viewed throughout the world, not just the UK, where UK law applies, and images could be in circulation for more than 2 years once put online.

We would like to use you or your child's images for the purposes explained above.

I **consent** to the council and partner organisations taking and publishing photographs and/or images of myself or child/children for the purpose of promoting or publicising this activity.

I **consent** to the photographs or images being placed on the Wiltshire Council or partner organisations websites and I understand that these images will be available on the World Wide Web.

Signature of parent/guardian: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and conditions

By booking your chosen event or activity, you confirm that you and all other attendees have read, understood and accepted the following terms and conditions, which are the only terms and conditions which shall apply and which cannot be altered in any way.

1. The term "attendee" means any person named on your booking form to attend the relevant activity and includes you wherever appropriate. The term "activity" means the single event or activity, or any activity within the programme of activities, set out on your booking form.
2. All attendees must arrive at least five minutes prior to the start of the activity.
3. All attendees must dress appropriately for the activity, for example sports clothing, including waterproofs and sun cream as applicable.
4. All attendees must comply with signs and other published rules for participation in the activity, for example relating to behaviour and sports rules. Wiltshire Council reserves the right to exclude from the activity anyone breaking such rules and/or causing nuisance to other users of the activity or those in nearby premises. Such breach could result in the activity being terminated or withdrawn from attendees without refund.
5. Bookings are non-transferable.
6. All attendees agree to take part in the activity having read and understood the information provided by Wiltshire Council.
7. You confirm that all attendees are in good health and are considered capable of taking part in the activity. I understand participation in this activity is entirely at my own risk and should consult my own doctor if suffering from any conditions listed above or otherwise that might make taking part injurious to my health
8. You confirm that any medical details have been completed accurately and in full on the consent form either by the attendee or (where the attendee is under the age of 18) by an adult with responsibility for the attendee. You confirm that none of the attendees suffers from any other medical condition than those listed on the consent form. Any changes in circumstance/health must be notified to Wiltshire Council's health and physical activity team immediately.
9. In the event of any illness/accident you confirm that all relevant consents are given for any necessary emergency medical treatment to be administered to the attendee, which may include the use of anaesthetic. You authorise a representative of Wiltshire Council to sign any written form of consent required by medical authorities on behalf of an attendee wherever such authorities consider that failure to provide such consent may endanger the attendee's health. You also confirm your consent (and that any other required consent is given) for Wiltshire Council to pass on the medical details provided under paragraph eight to such authorities. In such circumstances all reasonable efforts will be made to contact you prior to this action being taken.
10. The health and physical activity team and other Wiltshire Council personnel, in pursuance of their official duties, have the right of entry at all times to the activity venue.
11. Wiltshire Council does not exclude or limit in any way liability for death or personal injury caused by our negligence or the negligence of Wiltshire Council personnel, or any other liability which we cannot by law exclude.
12. Subject to paragraph 12, Wiltshire Council excludes to the fullest extent permitted by law any and all liability for loss, damage or injury incurred in connection with the activity. This includes, but is not limited to the following:
  - a. Wiltshire Council accepts no responsibility for any unaccompanied attendees before or after the designated activity times;
  - b. Attendees bring all personal belongings to the activity at their own risk. Wiltshire Council accepts no liability for loss or damage to such property; and
  - c. Attendees park their cars on the premises of the activity at their own risk. Wiltshire Council accepts no liability for loss or damage to cars and their contents.
13. Attendees are responsible for arranging any additional insurance cover as appropriate. Wiltshire Council will only arrange third party and public liability insurance in respect of the activity.
14. Wiltshire Council may remove and store any property left at the activity by you or any other attendee after the end of the activity. If after receiving notice, you fail to arrange for the property to be collected within seven days, we may dispose of the property without further notice or liability to you or any attendee.
15. Wiltshire Council reserves the right to cancel or reschedule the activity at any time. For cancellation or rescheduling not caused by events beyond our reasonable control, we will endeavour to give you as a minimum 14 days' notice.
16. In the event of cancellation or your rejection of any rescheduling arranged pursuant to paragraph 15 (above) we will not be responsible for any expenses or losses incurred by you as a result of a cancellation or rescheduling.
17. **Photography/video recording disclaimer:** Permission is granted for any photography/video imaging taken by Wiltshire Council as confirmed on the form.
18. Data Protection
  - 20.1 **Data protection legislation** means any data protection legislation from time to time in force in the UK including the Data Protection Act 1998 or 2018 or any successor legislation and (for so long as and to the extent that the law of the European Union has legal effect in the UK) the general data protection regulation ((EU) 2016/679) and any other directly applicable European Union regulation relating to privacy. **Data controller, data processor, data subject, and personal data** take the meaning given in the data protection legislation.
  - 20.2 The council is a data controller of personal data provided to it for this agreement. The council shall, where processing personal data on behalf of the attendee, ensure that it complies with the attendee's documented instruction regarding that personal data unless the council is required to do so otherwise by law. The subject matter, duration, nature and purpose of processing, the type of personal data and the categories of data subjects are set out at [www.wiltshire.gov.uk/leisure-memberships](http://www.wiltshire.gov.uk/leisure-memberships).
  - 20.3 The council shall, where processing personal data on behalf of the attendee:
    - 20.3.1 ensure that any persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation to confidentiality;
    - 20.3.2 take all measures required pursuant to Article 32 of the GDPR;
    - 20.3.3 make available to the attendee all necessary information to demonstrate compliance with the obligations set out in clause 20.2.
  - 20.4 The council will process the information the attendee provides for these terms and conditions in accordance with the [privacy notice](#) and subject information notice at [www.wiltshire.gov.uk/leisure-memberships](http://www.wiltshire.gov.uk/leisure-memberships).
  - 20.5 As at the date of signature, the attendee consents to the council appointing a third-party processor (a data processor) of personal data for this agreement. The third-party processor of personal data will enter into a written agreement with the council incorporating terms which are appropriate to the processing of the personal data. The council will remain fully liable for all acts or omissions of the third-party processor appointed by it.
19. Wiltshire Council will only use the personal information provided about you and any attendee to provide the activity, process your payment, compile and administer Wiltshire Council databases. We will not give the personal data to any third party, except where required for medical reasons in the specific circumstances set out in paragraph nine and 20.5.
20. Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
21. These terms are governed by English law. You and Wiltshire Council both agree to submit to the non-exclusive jurisdiction of the English courts.