

Registration Form for Service Users and Caregivers Group

Thank you for your interest in our Service Users and Caregivers Group.

We need your permission to hold and use your personal information on our database so that you can be part of our community. We want to be able to contact you about our involvement events, give you other information and updates before you sign up with the Faculty of Health and Life Sciences. Bank details are only used when we send you a payment.

Please read the Privacy Notice about what happens to your personal information, what your rights are under Data Protection law, and whom you can contact with any questions.

Please complete **all** boxes below.

1.	Title (e.g. Mr/Ms/Mrs, Dr)	
2.	First Name	
3.	Last Name	
4.	Address	
5.	Town / City	
6.	County	
7.	Post code	
8.	Telephone	
9.	Email address	
10.	Bank Name	
11.	Sort Code	
12.	Account Number	
13.	Please give brief information on your experience as a patient, e.g. cancer, rehab, physiotherapy, ambulance, district nursing services	
14.	Please describe any experience in an unpaid caring role, e.g. for a family member or close friend	
15.	Any other experience, e.g. living with a long-term condition, claiming benefits, professional role in health or social work?	

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16.	I prefer to be involved in (please indicate)	Adult Nursing ____ Children's Nursing ____ District Nursing, Health Visiting ____ Dietetics ____ Mental Health Nursing ____ Midwifery ____ Occupational Therapy ____ Paramedic Science ____ Physiotherapy ____ Social Work ____
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Please let us know who we should contact in case of emergency if you are on our site (optional)

17.	Name of person to contact in case of emergency	Relationship to you	Contact number

Finally, please read this text and sign below:

I would like to participate as a Service User for the Faculty of Health and Life Sciences at Oxford Brookes University. I agree to the Faculty holding my personal information and the Faculty can contact me. I understand that these details may be circulated on a "need to know" basis so that the University can determine whether I can be invited to participate in a particular programme or event.

Name	Signature	Date

You will need to demonstrate your **Right to Work in the UK**, e.g. by sending a copy of your passport which we will verify in an online meeting with you.

Please

- return this form together with a scan / photocopy of your right to work in the UK document to serviceuseradmin@brookes.ac.uk or by post to:
Steve Fulker, Faculty of Health and Life Sciences, Jack Straws Lane, Marston, Oxford OX3 0FL
- and retain a copy for yourself.
- make sure that any important documents are shared with us **only by secure means** (such as an encrypted email). Please do **not** send originals.

Please read the **Privacy Notice** on the next page and keep it for future reference.

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PRIVACY NOTICE

Oxford Brookes University (Oxford Brookes) is the Data Controller of any Personal Data (as defined in law) that you kindly supply. Oxford Brookes will make decisions about how and why your data is processed (used, stored, deleted, shared etc.).

Legal basis for using your data

The legal basis for processing your Personal Data (or information) is as set out in Art 6 1 (a) UK GDPR as we have your consent to do so. The information that you have kindly provided above allows the University to circulate your details to the appropriate audience internally so that your skills can be matched with appropriate events. We can then contact you to make the arrangements for your contribution and subsequent payment.

The University is obliged to check your right to work and the documents you share with us may include some Special Category data relating to ethnicity. The law allows for this processing in accordance with Article 9 2(a) UK GDPR (your consent, again) or 9 2(b) which relates to employment requirements as well as Section 10 and Schedule 1 paragraphs 1, 38 and 39.

We do need to use the information that you provide and these facilities to match your skills to the appropriate event and to reward you appropriately when you have contributed. We may also ask you or the staff or students for feedback so that we can tailor this provision for future programmes.

Where meetings are held virtually, the University may invite you to use Zoom, Microsoft Teams and Google Meet. Recordings are made using Panopto Software. The University uses the Google suite for general administration. We may record calls for training and monitoring purposes and also presentation sessions for the same reason. You can read how these companies use information by looking at their websites. Your information may be processed and stored overseas by these companies.

You are entitled to know what happens to your personal information, when it is collected, what it is used for and when it will be deleted. Any financial information may be subject to particular requirements. Otherwise your personal information will be kept for as long as is necessary. Usually this is 6 years after the last engagement.

You have the right to:

- ask for access to your personal information and to correct it if you think there is an error;
- ask for information to be deleted;
- object to the University using your personal information; and
- withdraw your consent to this processing at any time.

Please use the same email serviceuseradmin@brookes.ac.uk to let us know if you don't want us to stay in touch about the Group.

You can contact serviceuseradmin@brookes.ac.uk if you have any questions about how your information is used. You can contact the Information Security Management Team via info.sec@brookes.ac.uk if you have any concerns about Data Protection matters, or want to exercise your rights under Data Protection or Freedom of Information law. You can contact the Oxford Brookes' Data Protection Officer via BrookesDPO@brookes.ac.uk. You can contact the information Commissioner (ICO) via the website ICO.org.uk. The ICO is the national regulator for Data Protection or Freedom of Information matters.