

Application form for the Big Christmas Day Lunch for Older People (You must live in Hammersmith and Fulham and be aged over 55 years)
25th December Hammersmith Town Hall

It will help us if you could complete the form in capital letters

First Name:	Details of a person who can be contacted in an emergency:		
Surname:	First Name:		
Date of Birth:	Surname:		
Address:	Address (optional)		
Full Post Code:			
Home Telephone Number:	Home Telephone Number:		
Mobile Number:	Mobile Number:		
Email address:	Email address: (optional)		
Please provide details of any medication that you take, any health conditions that you have and any personal care requirements that we need to know about:			
<p>Please tick relevant boxes</p> <p>Do you receive Meal on Wheels? NO <input type="checkbox"/> YES <input type="checkbox"/></p>			
If you have any special dietary needs or allergies please state here:			
<p>Please tick relevant boxes</p> <p>Do you require transport on the day? NO <input type="checkbox"/> YES <input type="checkbox"/></p> <p>Both ways <input type="checkbox"/> Only to theTown Hall <input type="checkbox"/> Only home <input type="checkbox"/></p> <p>*Please tick this box if you are in a wheelchair <input type="checkbox"/> Do you use a stick/frame <input type="checkbox"/></p> <p><small>*We need to know if you are in a wheelchair as it will depend on the type of bus we send to collect you. If you only need a wheelchair when you get to the town hall please DO NOT tick the box</small></p>			

Please read our privacy statement overleaf and **tick the box to allow us to use the data from your form and add you to the guest list.**

Once completed please return both the application form and the data privacy statement using the enclosed pre-paid envelope, by 5th December.
Invitations will be posted out during the week commencing 10th December.

Privacy statement

What information do we collect?

We keep a record of the details on your application form. These may be written down or kept on a computer.

These records include:

- basic details about you and your emergency contact – for example, name, address and date of birth
- telephone numbers and email addresses
- scanned application forms, emails and correspondence
- medical conditions you have told us about, current medication and care requirements
- dietary requirements and allergies
- meals on wheels user

Why do we collect this information?

We collect your personal information for the following purposes:

- to ensure your date of birth qualifies attendance at the event
- to enable us to provide medical history to the NHS or first aider/carers on site, if you are taken ill
- to enable us to contact your emergency contact if you are taken ill
- to enable the transport team to collect you at your address and return you home
- to inform meals on wheels that you will not be at home on Christmas day

Our lawful basis for processing your data

Our lawful basis for processing your data is your consent which is enshrined in the DPA 2018 and Article 6(1)(a) of the GDPR. In the event that you need medical attention and we need to share any of your sensitive data with the Ambulance services, we will be doing this based on vital interest (Article 9 c of the GDPR). Our collection and retention of all data from individuals records is governed by The Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

This information may be kept in either digital format (ie data within a software system or as scanned copies of documents) or hard copy printed format or both.

Who might we share your information with?

- First aid and NHS medical professionals if a guest is taken ill at the event
- Council officers checking guests into the event
- The transport team collecting guests at their address
- The catering team managing dietary and allergy requirements

How long do we retain your information?

We retain your information from the date of application until January of the following year. This is to enable the team to invite guests to the event for the following year. We will not retain your records for more than 2 years.

Your rights

Our use of your data will be subject to the following legal rights:

- Your right to be Informed
- Your right to access your personal data
- Your right for us to rectify your personal data
- Your right to restrict our processing of your personal data

You have the right of access to the personal data we process about you, and in this instance, the right of objection and/or restriction to the processing.

If you are unhappy with how we have used your personal information, you have the right to complain. If you have concerns over the way we are asking for or using your personal data, please raise the matter with our H&F In Touch Team by the following means:

e-mail handfintouch@lbhf.gov.uk or telephone 020 8748 2456

By ticking this box ☐ you are agreeing to the terms of the privacy statement above.