



Joining & Annual Information Forms

Guidance to Leaders on using these forms

Following the introduction of GDPR it has been necessary to review the way we capture data and as a result we are announcing the following changes. From the 2018-2019 session we are introducing an Annual Information Form and a Joining Form, we are also introducing functionality on OBM to assist with capturing data and recording photo consent.

Joining Form (Children & Young People)

A Joining Form has been introduced and this should be completed by all new members (children & young people) joining the organisation from the 2018-2019 session onwards. The form will assist Leaders in collecting the information needed to ensure parents/carers are fully informed and that we have all the information needed to ensure children and young people have a safe and enjoyable experience as they participate in BB activities.

As part of the mandatory requirement to add children and young people to OBM, confirmation that this form has been completed and received by the Company will be required and be recorded as part of this process. The Annual Information Form is not required in addition to the joining Form during the session in which a child or young person joins the organisation, but should be completed in subsequent sessions to ensure all information is up to date.

It is not necessary to require those children and young people already in membership to retrospectively complete the Joining Form (i.e. those that have been a member during the 2017-2018 or prior sessions).

The form has been designed so that information is collected in the correct order to help with the inputting of data onto Online Brigade Manager (OBM), The Boys' Brigade's online membership system. In an effort to streamline administration and to help ensure data is secure it is recommended that all information captured on the form is added to OBM. Where this has been done the form can be securely destroyed on the basis that the relevant Leaders have access to data via OBM or OBM Anywhere during BB activities.

Annual Information Form

The Annual Information Form replaces the Annual Consent Form although much of the data captured on this form will be similar to that which was collected through the Annual Consent Form. The form will assist Leaders in collecting the information needed to ensure parents/carers are fully informed and that we have all the up to date information needed to ensure children and young people have a safe and enjoyable experience as they participate in BB activities.

Where a parent/carer has access to OBM through My.BB and has the ability to view and edit their own and their child's data there is no requirement to complete this form. Parents/carers can update information at any time, although to ensure they are reminded of the need to review and update information, OBM will send out a reminder every 6 months. It is possible in the settings for My.BB to enable a notification email to be sent to Leaders when a parent/carer makes any changes to ensure Leaders have awareness of all changes (and we recommend you set this up).

Special Activity Consent Form

The Special Activity Consent form is also being updated (updated version will be available by 1st September 2018) to reflect changes to the way we capture and process data. This form should be used for all residential activities involving an overnight and for those activities which are not usually part of the Company's programme.

Photo Consent

We have revised how we go about obtaining photo consent and now have three clear options when it comes to taking photos/videos during BB activities. Leaders should ensure they are aware of the most up to date photo consent for each member. Photo consent will also be able to be recorded on OBM with this new functionality being added in August 2018 ready for the start of the 2018-19 session.

Leaders should ensure that even with consent that all photos and videos are kept securely and that consideration and sensitivity is shown in their appropriate use.

Obtaining Photo Consent through My.BB (available from end August 2018)

For those wanting to avoid sending out the Annual Information Form (where parents/carers have access to My.BB) you will still need to obtain photo consent based on the new options at the earliest opportunity during the new session. The easiest way of doing this is to send an email from OBM to all parents/carers using the 'Ask Parents to complete Photo Consent' template. This will, using a template add in appropriate wording for you to send out to parents/carers asking them to login and complete photo consent for their child. Obtaining photo consent in this way is a one-off process, following which parents/carers can login to My.BB as required and review/change photo consent.

GDPR and Data Protection

These forms are methods of collecting and storing data and are linked to our Data Protection Policy and Privacy (Fair processing) Notice. Completed paper forms should be retained securely for 12 months or until a new form (i.e. Annual Information Form) is completed by Parent/Guardian, whichever is sooner. Where all data from a form has been inputted into OBM the paper form can be securely destroyed immediately.

Accessing the Forms

All forms can be downloaded from the Leaders website to either be printed and completed offline or to be shared and completed electronically. The forms can be completed electronically through Adobe Acrobat (or compatible software).

Questions

If you have any questions please contact BB Headquarters on **01442 231 681** or email **support@boys-brigade.org.uk**.