



Booking Form

Please read the Terms and Conditions overleaf before completing this form and returning it, together with your payment. If you have any further questions feel free to contact me on 0750 300 1024 or sam@stitch-london.co.uk.

*Day:	*Time:
*Name of Student:	
*Parent's/Guardian's Name(s):	
Address:	
Postcode:	
Home Phone No:	Mobile No:
*Email:	
In the event of an emergency please call:	
1) Name: Phone No:	2) Name: Phone No:
The following people are authorised to collect my child: Should someone other than these 2 people be collecting your child, please inform your teacher on the day.	
Name: Relationship to child:	Name: Relationship to child:
Date of Birth:	
Does your child have any medical conditions or allergies we should know about?	
Any other important information:	
<p>Photography We collect photographs of the work for our records and for inclusion on www.Stitch.Club. These images may include your child, if that is acceptable. From time to time these are also used for press purposes. Please indicate below if you are happy for us to take and use photographs.</p> <p><input type="checkbox"/> I give permission for my child to be photographed</p> <p><input type="checkbox"/> I give permission for my child's work to be photographed</p> <p><input type="checkbox"/> I would prefer that neither my child or his/her work was photographed</p>	
<p>Data protection Please see over for information about how Stitch Club will use and store your information and then check the boxes below. Please note that checking the first two boxes will make it easier to administrate your child's participation in Stitch Club.</p> <p><input type="checkbox"/> Use 1: I give permission for the above details to be stored locally with Sam and shared only with teacher's covering your child's class. Please note that this permission is vital for our health and safety obligations.</p> <p><input type="checkbox"/> Use 2: I give permission for my email address to be used to keep me up-to-date with my child's Stitch Club dates, terms and activities, including letting you know about date and time changes.</p> <p><input type="checkbox"/> Use 3: I give permission for my email address to be included in Stitch Club's general mailing list, after my child has left his/her regular Stitch Club or Workshop.</p>	
Signed (parent/carer):	Date:

Stitch Club Booking Terms and Conditions and Privacy Policy:

Sam Harvey
46 Love Lane, Pinner, HA5 3EX
sam@stitch.club
www.stitch.club

Fees

Payment for each term is to be made in advance.

Payment can be made by:

- cheque, made payable to 'Stitch Club'
- electronically, sort code: 09-01-27 account: 45773703, please use your child's name and workshop date as reference
- or cash, please attach your child's name and workshop date to the payment.

Stitch Club cannot guarantee to hold a place in the event of late/missed payments.

Fees can only be refunded if the reserved place can be filled with another student.

Missed classes policy

Our classes are small, and we are not able to issue any refunds for any classes missed due to illness or other unforeseen circumstances.

However, if you notify when booking a term of classes, one class per term can be missed. We can sometimes rearrange catch-up sessions on a different day during the current term.

Data protection

In accordance with The Data Protection Act 1998, the information you provide to us will only be used for the purposes of Stitch Club enrolment and communication. No information relating to any of our pupils or customers will be passed onto any third parties.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We store and use the information collected in three specific ways. Please check the box overleaf to give Stitch Club permission to use your data as described. It is necessary to approve, or not, each separate 'use'. You may request a change to these permissions and/or that the information is deleted at any time. Please do so in writing by email.

Use 1: The full information supplied overleaf is required to ensure that we have contact, health and other important, relevant information about every Stitch Club attendee. It is for use in emergency and as a preventative safety method.

The information is stored locally on a password protected computer and private backups thereof. It is shared only with Stitch Club teachers in print, on a sheet not to be removed from the Stitch Studio (unless, and only if, we move a class off-site). When you leave Stitch Club your information will be removed from the data sheets. It may be stored locally for some time in case we need to contact you with respect to any outstanding issues that may arise.

Use 2: The information supplied overleaf marked with an * is stored in a MailChimp mailing list. This list is used to send termly updates with class times, dates and costs as well as other snippets of news about Stitch Club activities. It is not shared with any third parties. MailChimp is a mail management system which has high standards of compliance with International Data Protection including GDPR. Further information about them can be found at their website: www.mailchimp.com. You can unsubscribe to these emails at any time using the unsubscribe button on each email, but please remember that this will mean that you will not automatically receive further class updates.

Your mobile phone number together with your name and child's name (marked with † above) may be stored on Sam's mobile phone. Usually this is in response to a call from you, numbers are not added as a rule. This phone is password protected.

Use 3: After regular attendance at Stitch Club or your booked workshop date, your information will be removed from the database described in 'Use 1' above. We would like to add you to the general Stitch Club database at this point so that we can remain in touch with occasional newsletters. This information is stored using Mail Chimp.

We may sometimes include in our newsletters information about third parties which we think you might be interested in. However Stitch Club will never share your personal information to third parties unless we have your explicit permission or are required by law to do so. We will never sell or lease your personal information to third parties.

You may request details of personal information which we hold about you using the addresses above. Please keep us informed of any changes to this information. If you believe that any information we are holding is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.