



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

Please complete this form in as much detail as possible to enable the coaches to understand and be aware of any care the attendee may require.

Personal details (attendee)	
Name:	Gender:
Date of birth:	Age:
Ethnicity:	
Height (ft/inches):	Weight (st/lbs):
Parent / guardian / carer details	
Name:	
Home address:	
Postcode:	
Home number:	Mobile number:
Email:	
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:	
Medical information	
Doctors name:	
Doctor's surgery address:	
Reason for referral to Healthy Me:	
<input type="checkbox"/> I understand as part of this programme we take BMI, height and weight as well as physical activity scores of all attendees.	
<input type="checkbox"/> I understand that as part of this programme 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 No

Do any of the attendees have any physical/learning impairments?

Yes No

If you have answered yes to either of the above, you must complete the separate medical form disclosing further information

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. 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. Please see full terms and conditions regarding this service below.

We would like to automatically keep you up to date with news about our service from Wiltshire Council by email. If you would like us to keep you informed please tick here:

I agree that the information provided is accurate at the date completed and signed below and that I agree to the terms and conditions stated.

Signature of parent/guardian: _____

Name (print:): _____

Date _____

If the person being referred has given verbal consent to share details, please tick to confirm that they have read the terms and conditions and the data subjects information notice below

Referrer Name:

Referrer Signature:

Terms and conditions

1. **Wiltshire Health Improvement Hub coaches are not clinically trained.** 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
 2. If you have any existing medical conditions or plan to make significant lifestyle changes, **then you are advised to consult your doctor.** Furthermore, if you experience adverse effects from making changes whilst being supported by a coach you must also consult your doctor. The coach can support you and offer guidance to enable you to make healthy choices but will not be sufficiently qualified to offer health advice.
 3. Everything discussed with your coach will be kept confidential **unless** they are concerned about your safety, the safety of others or a legal issue. **Coaches will then share** the information with a relevant professional.
 4. On rare occasions, your coach may be observed by others within the service for training and quality assurance purposes.
 5. 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.
 6. 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.
 7. All attendees must arrive at least five minutes prior to the start of the activity.
 8. All attendees must dress appropriately for the activity, for example sports clothing, including waterproofs and sun cream as applicable.
 9. 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.
 10. All attendees agree to take part in the activity having read and understood the information provided by Wiltshire Council.
 11. 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 Improvement team immediately.
 12. 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 11 to such authorities. In such circumstances all reasonable efforts will be made to contact you prior to this action being taken.
 13. The Health Improvement Team and other Wiltshire Council personnel, in pursuance of their official duties, have the right of entry at all times to the activity venue.
 14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. In the event of cancellation or your rejection of any rescheduling arranged pursuant to paragraph 18 (above) we will not be responsible for any expenses or losses incurred by you as a result of a cancellation or rescheduling.
 20. **Photography/video recording disclaimer:** Permission is granted for any photography/video imaging taken by Wiltshire Council as confirmed on the form.
- 21. Data Protection**
- i. **Data controller:** Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at <https://ico.org.uk>
 - ii. **Data controller contact details:** We can be contacted by phone, in person, or in writing <http://www.wiltshire.gov.uk/contact>
 - iii. **Data protection officer :** Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk
 - iv. **Purpose of processing:** The Wiltshire Health Improvement Hub will process your personal information for the following purposes; maintaining our own accounts and records, provision of training, corporate administration and all activities we are required to carry out as a data controller and public authority, evaluation and quality assurance purposes, you may receive a feedback phone call, undertaking research
 - v. **Legal basis for processing:** Our processing shall be lawful because at least one of the following will apply:
 - a) the data subject has given consent to the council for processing of their personal data for one or more specific purposes;
 - b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council;If your special category data such as health data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:
 - a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
 - b) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
 - c) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

- vi. **Recipients or categories of recipients:** Where necessary and lawful, or when required by legal obligation, we may share information with; healthcare, social and welfare organisations, service providers, local and central government, professional advisers and consultants, courts and tribunals, police forces, data processors, courts, prisons, local and central government, partner agencies, approved organisations and individuals working with the police, healthcare professionals, law enforcement and prosecuting authorities, NDCRS – National data recording system.
 - vii. **Retention period:** Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories on information. The information processed for the above purposes will be kept on the DCRS online database for 5 years and all other information such as referral forms for 2 years, from the day the record is generated
 - viii. **Your rights:** Your rights are set out in articles 13 to 22 of the UK General Data Protection Regulation (GDPR) These include the right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances, the right to withdraw any consent you may have given to process your personal information, and the right to complain to the Information Commissioner.
 - ix. **Contracts:** The information you are giving us is not a statutory or contractual requirement; or a requirement necessary to enter into a contract. You are not obliged to provide this information. Failure to provide us with the information may result in us being unable to enrol you onto our programme of work.
 - x. **Automated decision making:** Wiltshire Council does not use automated decision making in respect to your personal information in this programme.
22. 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 12 and 21.
23. 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.
24. These terms are governed by English law. You and Wiltshire Council both agree to submit to the non-exclusive jurisdiction of the English courts.