

Class: .....

<b>Personal Details</b>	<p>Surname: ..... First Name: .....</p> <p>Title: Ms / Mr / Mrs / Dr Gender: Female / Male <i>(please circle)</i></p> <p>Country of Birth ..... Preferred Language .....</p> <p>Age Group: <input type="checkbox"/>0-19 <input type="checkbox"/>20-29 <input type="checkbox"/>30-39 <input type="checkbox"/>40-49 <input type="checkbox"/>50-59 <input type="checkbox"/>60-69 <input type="checkbox"/>70-79 <input type="checkbox"/>80+</p>
<b>Contact Details</b>	<p>Phone: Home:..... Work:.....</p> <p>Mobile:.....</p> <p>Email: .....</p> <p>Would you like to be included in our email listing to receive regular updates on the events and courses at the Ashburton Community Centre? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p>
<b>Home Address Details</b>	<p>Address: .....</p> <p>Suburb: ..... Post code: .....</p>
<b>Emergency Contact Details</b>	<p>Name: .....</p> <p>Relationship: ..... Phone No: .....</p>
<b>Medical Form</b>	<p>Do you have an illness, disability or other medical condition that will impact your participation in the class? <b>Yes / No (if you have circled yes, please complete a Medical form)</b></p> <p><i>All information remains confidential and will only be used in the event of an emergency.</i></p> <p><i>It is the policy of Ashburton Community Centre that should medical attention be required in an emergency an ambulance may be called. Any fees incurred will be the responsibility of the person requiring medical assistance</i></p>
<b>Photo Consent</b>	<p>Whilst in our Centre your photograph may be taken. Photos may be used for our Centre's promotional purposes. If you do not want your image used, please notify staff.</p>
<b>Signature</b>	<p>It is the policy of the Ashburton Community Centre to maintain the highest level of confidentiality for information provided by its participants. Information collected is either required by law or necessary for the running of the course you are enrolled in. The handing in of this completed, signed form signifies your approval to use your information for these purposes.</p> <p>I have read, and agree to, the <b>Privacy Statement</b> on the reverse of this page.</p> <p><b>Signature:</b>..... <b>Date:</b> ..... / ..... / .....</p>

**How did you hear about the Ashburton Community Centre?** *(please tick):*

- Boroondara Bulletin   
  Brochure/Flyer from our foyer   
  Our Email Newsletter   
  Facebook  
 Google Search   
  Mail Drop (postcards)   
  I am a previous/existing Member  
 Progress Leader   
  Referral (friend/existing member etc)   
  Boroondara Short Course Guide   
  WeTeachMe

For more information see the Centre's Enrolment Policy or Website at [www.ashburtoncc.org.au](http://www.ashburtoncc.org.au)

**(Office Use Only)**

Membership Payment Received: Yes  No  Payment Type: Cash / Cheque / Credit Card

Medical Form Completed if Applicable: Yes  No

Entered on Frontdesk: Date: ...../...../..... Initial ..... Entry Checked By: Initial .....

Ashburton Community Centre provides a range of programs, activities and services to the community. We respect your right to information privacy. **All staff at our Centre who handle information are required by law to safeguard the information we collect.**

### **Why do we collect personal information**

- To enable us to administer and manage the services we provide
- To contact a person on your behalf in case of an emergency
- For our statistics, planning and future funding purposes
- To email or post you any information concerning our Centre and its activities

Written consent must be obtained for personal information to be used or disclosed for any other purpose.

### **Membership register**

- Under our Constitution the Association Incorporation Reform Act 2012 requires us to maintain a membership register in which shall be entered the name and address of each Member and the date on which he or she became a member and the date the membership finished.
- The Register of Members shall be available for inspection by Members upon request. Only the name of the member will be shown to any other Member
- The members can write to the Secretary of the Committee of Management to ask that the Secretary restrict access to their details on the members register if they have special circumstances

Your name and address details will not be used for any external purposes nor address details be passed onto anyone else without your permission. From time to time we may contact you regarding our program and activities. This may be by email or post. Please notify us if you do not wish us to contact you in this way.

If you would like to check, correct or update the records we hold about you, please speak to one of the Office staff.

Our full Privacy policy is available on our website. [www.ashburtoncc.org.au](http://www.ashburtoncc.org.au).