



## Small Event Booking Form Under 2000 Participants

Event Name:

Event Organiser:

Contact Email:  Tel No:

Event Location:

Invoice Address:

Event Start Date:  Event Finish Date:

Event Start Time:  Event Finish Time:

Cover Start Time:  Cover Finish Time:

Expected Number of Participants or Competitors:

Expected Number of Spectators or Others on Site:

Is Previous Event Casualty Data Available?:

Brief Description of the Event:

### Venue/Site Details

Point of Contact:  Tel No:

Event Medical Plan:  Staff Parking:

Toilets:  Food & Drink:

Treatment Post:

Any Specific Instructions on Arrival?





## Privacy Statement

MX Medical LTD takes your privacy seriously.

### Why do we need your information?

We need your details in order that we can accurately assess your event and provide you with the right level of cover.

### What happens to your details?

On completion of this form, we use the information provided to create a Medical Plan (if needed) and we share it with our staff who are attending your event.

### Who has access to your details?

Within MX Medical LTD, the Directors, Clinical Lead and those staff who will be working your event.

### Do we share your information?

MX Medical LTD does not share or sell your data outside of the company unless required to do so by a regulatory or legal authority.

### How long to we hold your details for?

Details of your event will be held for 12 months from the date of your event. Medical Plans will be held for 3 years electronically in case of any complaints or litigation arising from the event.

MX Medical LTD has adapted its policies and procedures to ensure it is compliant with the GDPR. This document has been produced to represent our current status and will be reviewed annually and updated as processes are developed.

Under the GDPR, individuals have certain rights when it comes to the control of personal data:

**The right to be informed.** Each individual has the right to be given information about how their data is being processed and why.

**The right of access.** MX Medical LTD has a duty to comply with the requirements of Subject Access Requests (SAR)

**The right to rectification.** The GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.

**The right to be forgotten.** You have the right to ask MX Medical LTD to remove your data.

**The right to restrict processing.** You may restrict processing for a legitimate reason, we would still have the right to hold that information.

**The right to data portability.** You may be able to obtain the information we hold about you and use it for your own purposes. Conditions apply.

Should you wish to exercise any of your rights above, please email [info@mxmedical.co.uk](mailto:info@mxmedical.co.uk) stating the following information:

Name, Contact details, Relationship to Subject, Full details of information relating to your request, Reason for request and the right being exercised, You will be asked to verify your identity if you are the subject, alternatively you will be asked to provide consent, from the subject if you are a representative.

Should we require further information we will contact you.

Your request will be dealt with within 1 month of receipt of your request

