

## Small Event Booking Form (Less 5000 participants)

<b>Event Organiser</b>					
<b>Email</b>				<b>Tel</b>	
<b>Event Location</b>			<b>Invoice Address</b>		
<b>Event Details</b>					
<b>Event Date</b>		<b>Event Start Time</b>		<b>Event Finish Time</b>	
<b>Medical Cover Required from</b>			<b>to</b>		
<b>History of casualties at previous events</b>					
<b>Expected Numbers on site at any one time</b>					
<b>Brief Description of the Event</b>					
<b>Point of Contact</b>				<b>Number</b>	
<b>Event Medical Plan Required?</b>				<b>Onsite Parking?</b>	
<b>Toilets?</b>				<b>Food &amp; Drink?</b>	
<b>Private Sheltered Treatment Area Available?</b>					
<b>Any specific instruction on arrival?</b>					

## **Confirmation of Booking**

North East Medical Services confirms the booking as above (subject to Standard Terms and Conditions). Event Medical Support Standard Terms and Conditions can be found [here](#)

North East Medical Services will be providing the following cover:

<b>Grade</b>	<b>Number</b>
<b>First Responders</b>	
<b>Event Care Assistants</b>	
<b>Event Medical Technicians</b>	
<b>Emergency Care Attendants</b>	
<b>Emergency Medical Technicians</b>	
<b>Paramedics</b>	
<b>Nurses</b>	
<b>Doctors</b>	
<b>Cycle Responders</b>	
<b>Response Vehicles</b>	
<b>4 x 4 Vehicles</b>	
<b>Ambulances</b>	
<b>Event Medical Manager/First Aid Lead</b>	
<b>Event Medical Support Staff</b>	
<b>Gazebos</b>	
<b>Other (please state)</b>	

## **Quoted price £**

## **Client**

I agree to the above level of Medical Cover being provided by North East Medical Services, to the Standard Terms and Conditions for Event Medical Support and the quoted price.

Signed by \_\_\_\_\_

On Behalf of \_\_\_\_\_

Date \_\_\_\_\_

## Privacy Statement

Opelwood Ltd T/A North East Medical Services 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 Opelwood Ltd, the Managing Director, General Manager, Logistics Manager and those staff who will be working.

Do we share your information? Opelwood 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.

Opelwood 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.** Opelwood 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 Opelwood 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@ne-medical.co.uk](mailto:info@ne-medical.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