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| COVID TEST AND TRACE ATTENDANCE REGISTER  |
| Group/ Organiser: | Event: |
| Venue: | Date: |
| **DURING COVID THE ORGANISER CAN LIST ATTENDEES AND THEIR DETAILS PRIOR TO THE EVENT** | **DURING COVID THE 3 BOXES BELOW CAN BE TICKED BY THE ORGANISER ONCE THE ORGANISOR HAS RECEIVED VERBAL CONFIRMATION FROM THE NAMED ATTENDEE** |
|  | Contact details below, which will only be used if required by NHS Test and Trace, (email address or phone number) | If physical activity involved; I have completed HSV: 741 - disclaimer form and HSV: 742 - PAR-Q form and contacted my doctor where necessary  | I have emergency contact details with me  | Signature |
| Name |
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| This form is to be kept for 21 days from the date of the event and then must be shredded/destroyed. The details taken above cannot be used for any other purpose following the event and must be stored in line with GDPR. To find out more about how we now use and manage your personal data you can read our privacy notice at [www.mssociety.org.uk/privacy](http://www.mssociety.org.uk/privacy)  |