



Thank you for registering for a BTO virtual event. As you are under 13 years old, there is a **legal requirement that we receive both your consent, and the consent of a parent or carer**, to be able to interact with you via online video software such as Zoom.

Our online events comprise one or more sessions, 30 minutes to two hours in length. We run the sessions over a private Zoom meeting, with password protection. They are hosted by at least two BTO staff members (who are DBS, Disclosure Scotland and Access NI checked). All participants are muted during the event, except when asking questions. We encourage participants to share their videos and use the chat messaging tool to give responses to the interactive elements. It is not possible for participants to chat to each other privately, although they can join the chat with all participants.

We may record sessions and share these on our website or YouTube channel at a later date. This involves a recording of the main presentation and typically up to 4 video feeds (typically the presenters and one or two participants - we cannot control this but if you have any concerns, we suggest you join the meeting just a few minutes before the advertised start time, as Zoom tends to display the earliest-arriving participants in the recording). Chat messaging is saved but is not shared with participants. Recordings and chat messaging may be shared with relevant BTO staff for the purposes of training, reviewing feedback and quality control.

We store your data on secure platforms, and only relevant BTO staff members have access to it. We will never share your personal data unless we have your informed consent. Visit the BTO website to view our [Data Protection and Privacy Policy](#). If you have questions or concerns about how we use your personal data, please contact our Data Protection Officer Andrew Scott by email at andrew.scott@bto.org.

If you have any questions before providing your consent, please email us at youth@bto.org.

Participant's General Consent

Participant's signature

I understand what BTO's virtual events entail and I consent to taking part.	
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Participant name: _____

Date: _____

Parent/Carer General Consent

Parent/Carer signature

I understand what BTO's virtual events entail and I consent to my child taking part.	
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Parent/Carer name: _____

Date: _____