**Event Register Procedures – Using the online register (bit.ly link)**

**Note: KaMCOP Team should always have a copy of the privacy notice to share if a student requests to see it. This is available online on each bit.ly link register.**

1. Either read the **Privacy Statement Summary for Students** to the students or show them the **KMPF Privacy Notice Animation** <https://www.youtube.com/watch?v=8-OyesSoKZ4>
2. Offer the students the chance to read the full privacy notice if they wish
3. Ask students to complete the online register to confirm their attendance at the event.

EKC Group: <https://bit.ly/EKreg22>

North Kent College: <https://bit.ly/NKreg22>

MidKent College: <https://bit.ly/MKreg22>

1. Make a note of how many students were in attendance (to enter on the ‘**Weekly Activity Summary’**
2. Project Officers (and Progression Mentors when running group activity) to enter the details on the ‘**Weekly Activity Summary’** document and send to Phillip Marsh (kmpf@canterbury.ac.uk) and Joni Chase (j.c.chase@kent.ac.uk)

**Event Register Procedures – Using the Barcode Scanner/card reader**

**Note: KaMCOP Team should always have a copy of the privacy notice to share if a student requests to see it.**

1. Read the **Privacy Statement Summary for Students** to the students or show them the **KMPF Privacy Notice Animation** <https://www.youtube.com/watch?v=8-OyesSoKZ4>
2. Offer the students the chance to read the full privacy notice if they wish.
3. Ask students to scan their card to register their attendance at the event. Personal information needed includes:
	1. First name
	2. Surname
	3. Date of birth (dd/mm/yyyy)
	4. Postcode (AB12 3CD)
	5. Sex (male/female/other)
	6. Course
	7. Level/year of study (e.g L3. Yr.1)
	8. *First generation HE (desirable)*
	9. *Student ID number (if needed by college)*

This data should then be added to an internal spreadsheet

1. Ensure activity details are added to the spreadsheet. Event details needed include
	1. Activity title
	2. Activity date
	3. Start time
	4. End time
	5. Campus
	6. Online or in person
2. Project Officers or Development Tutor to store the data securely (in line with the staff members’ institutional GDPR policy)
3. Project Officer to send the completed documents securely (one drive/password protected) to Phillip Marsh at kmpf@canterbury.ac.uk (deadline last working day of the month)
4. Project Officers to enter the details on the **Weekly Activity Summary** and send to Phillip Marsh (kmpf@canterbury.ac.uk) and Joni Chase (j.c.chase@kent.ac.uk)

**Event Register Procedures – Paper Event Register**

**(Only to be used if there is no other way to capture student information)**

**Note: KaMCOP Team should always have a copy of the privacy notice to share if a student requests to see it.**

1. Ensure that the event details are fully completed on the paper **Event Register** .
2. Read the **Privacy Statement Summary for Students** to the Read the **Privacy Statement Summary for Students** to the students or show them the **KMPF Privacy Notice Animation** <https://www.youtube.com/watch?v=8-OyesSoKZ4>
3. Offer the students the chance to read the full privacy notice if they wish.
4. Ask the students to complete the register themselves.
5. Once completed, registers are the responsibility of the staff member and must be stored securely (in line with the staff members’ institutional GDPR policy). *If register collected by KaMCOP member of staff go to point 6.*
6. Pass all completed registers to your college Project Officer (see list below) by the last Friday of each month.
	1. Ashford and Dover – Sam Skinner
	2. Canterbury and Broadstairs – Lisa Hadler
	3. Folkestone, Sheppey and Broadstairs – Luke Underdown
	4. Medway & Maidstone – Martha Collins
7. Project Officers or Development Tutor to store the data securely (in line with the staff members’ institutional GDPR policy)
8. Project Officers (or Administration Support) need to transfer the student details from the paper register into the **Import Template**
9. Project Officer to send the **Import Template** securely (one drive/password protected) to Phillip Marsh at kmpf@canterbury.ac.uk (deadline last working day of the month)
10. Project Officers to enter the details on the **Weekly Activity Summary** and send to Phillip Marsh (kmpf@canterbury.ac.uk) and Joni Chase (j.c.chase@kent.ac.uk