



SCOTTISH MANUAL HANDLING FORUM

(FOUNDED NOVEMBER 2000)

**Moving and Handling Department, Lightburn Hospital, Ward 4
966 Carntyne Road, Glasgow, G32 6ND or Cameron.raeburn@ggc.scot.nhs.uk**

Date: 8th October 2009

Dear Colleague

The SMHF Core Group has developed a contact details database for mailing information concerning Scottish Manual Handling Forum study days. This database is confidential and only accessible by the Membership Co-ordinator of the Core Group of the Scottish Manual Handling Forum.

The database will hold 'private' and 'public' details. The Private details will only be used for sending you information regarding our study days. Information held on it will not be given out to any third parties either out with the Forum or from within. It is intended that the Public details will be made available on the SMHF website with the view to facilitating networking beyond the study days themselves. In the public section, only complete the details you wish to have on the website, if you do not want any details to be made public, just leave this section blank. This information will only be available from the SMHF website.

Should you wish to have your details removed from either the Public or Private (or both) databases please write to the Membership Co-ordinator at the above address.

Could I ask you to complete the following information, leaving blank, details you do not want to be held in the database. We intend to email study day information as much as possible in the future, therefore could I ask you to double check your email address before sending it in.

Regards

Cameron Raeburn
Scottish Manual Handling Forum
Membership Co-ordinator, Core Group



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Private Details – These details will only be used to inform you about SMHF study days

| | | | |
|---------------|----------|--------------------|--|
| Forename | | Surname | |
| Job Title | | | |
| Organisation | | | |
| Place of Work | | | |
| Address | | | |
| Town | | Post Code | |
| Telephone | | Mobile | |
| E-Mail | | | |
| NBE member | Yes / No | Membership Number: | |

Public Details – These details will be available on the SMHF website which is a publicly accessible website. Please only complete details you want to have displayed on the website.

| | | | |
|---|--|-----------|--|
| Forename | | Surname | |
| Job Title | | | |
| Organisation | | | |
| Place of Work | | | |
| Address | | | |
| Town | | Post Code | |
| Telephone | | Mobile | |
| E-Mail | | | |
| Brief summary of professional interests (Max 100 words) | | | |

Please print and sign your name agreeing to the information in the Public Details section being placed on the SMHF website:

Print: _____ **Signature:** _____ **Date:** _____