

Registration Form & Data Protection Guidelines

How to use this template

This document contains (A) the Individual Application Registration Form template, and (B) Data Protection Guidelines for organisers.

For digital delivery: recreate in Google Forms or Microsoft Forms. For paper: print and collect at registration.

Three application pathways exist (Individual / Pre-formed Team / Teacher Nomination) – see guide Ch. 2.2.1 for all three forms.

TEMPLATE A – INDIVIDUAL APPLICATION FORM

Hackathon: [Event Name] | Dates: [DD-DD Month YYYY] | Location: [Venue, City]

Application deadline: [DD Month YYYY] | Questions: [contact@email.eu]

Section 1 – Personal Details

First name

Last name

Date of birth

DD/MM/YYYY – required for insurance purposes

Email address

Phone number

School / institution

Current programme / course

e.g. IT Specialist, Healthcare Assistant, Automotive Technician

Year of study





e.g. 2nd year

Section 2 – Motivation & Interest

Why do you want to participate in this hackathon?

Please be specific – what draws you to this event?

Which challenge theme(s) are you most interested in? (tick all that apply)

-  Digital Literacy & 21st Century Skills
-  Environmental Sustainability
-  Inclusion & Social Equity
-  Democratic Participation

What do you hope to learn or achieve by participating?

Section 3 – Skills & Background

Which of the following skills do you bring? (tick all that apply)

- Technical / coding
- Design / visual communication
- Research / data analysis
- Presenting / public speaking
- Team coordination / project management
- Creative problem-solving
- Writing / storytelling
- Other: _____

Preferred role in a team:

- Technical lead
- Designer
- Researcher
- Presenter / spokesperson
- Team coordinator
- No preference – happy to support where needed

Have you participated in any hackathons, innovation events, or competitions before? If yes, please describe briefly.

Section 4 – Practical Commitment

Can you commit to attending the full event (both days)?

- Yes, I can attend both full days
- I have a partial conflict – please explain:

Do you have any accessibility requirements, dietary restrictions, or other needs we should know about?

- No special requirements
- Yes – please describe:

e.g. wheelchair access, vegetarian diet, hearing loop needed

Section 5 – How did you hear about us?

- Teacher / trainer
- School notice board
- Social media (Instagram, TikTok, Facebook)
- Friend or classmate
- Email from school
- Other: _____

Section 6 – Data Consent (mandatory)

GDPR notice – please read before signing

Your personal data will be processed by [Organisation Name] (data controller) solely for the purposes of organising and running the DigiCollab Hackathon.

Data will be stored securely for a maximum of 3 years after the event, in compliance with EU GDPR (Regulation 2016/679).

Your data will not be shared with third parties without your explicit consent, except where required by law.

You have the right to access, correct, or request deletion of your data at any time. Contact: [dpo@organisation.eu]

Participation in the hackathon is voluntary. Refusing consent means we cannot process your application.

- I confirm I have read the GDPR notice above and consent to my personal data being processed as described.
- I confirm that the information I have provided is accurate and complete.

If you are under 18, a parent/guardian signature is also required (see Section 7).

Applicant signature

Date

Section 7 – Parental / Guardian Consent (for applicants under 18)

Parent / Guardian name

Relationship to applicant

Phone number

Email address

I give consent for my child / ward to participate in the DigiCollab Hackathon on the dates and at the venue stated above.

I give consent for my child / ward's image to be used in photographs and videos taken at the event for educational and promotional purposes (see Media Release Form – Annex 4.2.2).

Parent / Guardian signature

Date

TEMPLATE B – DATA PROTECTION GUIDELINES (for organisers)

Legal basis

Processing is based on: (a) Consent of the data subject (Article 6(1)(a) GDPR); and (b) Legitimate interest in organising an educational event (Article 6(1)(f) GDPR).

For participants under 18: parental consent is the legal basis (Article 8 GDPR).

Sensitive data (e.g. disability information, dietary requirements reflecting religion) requires explicit consent and additional safeguards (Article 9 GDPR).

Data category	Purpose	Retention period	Stored in	Access restricted to
Name, email, phone	Communication and event logistics	Event + 3 years	[Secure cloud / server]	Organising team only
Date of birth	Insurance and safeguarding	Event + 1 year	[]	Event coordinator
School / programme	Reporting and diversity tracking	Event + 3 years	[]	Eval team only
Photos / video	Promotion and Erasmus+ reporting	3 years (with consent)	[]	Comms team
Feedback survey data	Impact assessment – anonymised	3 years (anonymised)	[]	Eval team
Medical / accessibility needs	Event safety and inclusion	Event only, then deleted	[]	Coordinator + safety

Organiser obligations:

- Appoint a named data protection contact and make their details visible to all participants
- Store all personal data in password-protected, encrypted systems
- Never share participant data with third parties (sponsors, media) without explicit consent
- Provide a process for data access and deletion requests within 30 days
- Delete all personal data that is no longer required per the retention schedule above
- Conduct a brief GDPR training for all organising team members before the event