



Emergency contact information

Girlguiding

**Please complete this page with the relevant information for your unit/level.
This must be updated termly or when there is a change in role.**

Date of last review:	
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District Commissioner

Name:	
Telephone number:	

Division Commissioner

Name:	
Telephone number:	

County Commissioner

Name:	
Telephone number:	

Other useful numbers

This section is for adding number relevant to your unit/level.

Examples include: the centre manager where you meet, the caretaker, your local insurance company if you meet in your own building.

Name	Telephone number

Girlguiding contact information

Girlguiding headquarters:	020 7834 6242 (9am to 5pm, Monday to Friday)
Girlguiding press office:	020 7592 1733 (9am to 5pm, Monday to Friday) 020 7592 1891 (out of hours)
Girlguiding insurance helpline:	0845 260 1053 (9am to 5pm, Monday to Friday)
Safeguarding emergency phone:	07508 032997 (for out of hours emergencies) 020 7834 6242 ext 3037 (9am to 5pm, Monday to Friday)

In the event of a serious accident or death, Girlguiding must be contacted within 1 hour via the emergency safety line on 0207 592 1828.

We collect your personal information to provide incident related support, process insurance claims and other legal purposes.

We may share your data with:

- Insurance companies
- Legal representatives
- Regional and local Girlguiding organisations

We process the data you provide under our legitimate interests of managing insurance on behalf of our membership. For further information on how and why Girlguiding use your personal data, including how long we keep it, your rights, and how you can contact us, please read our full privacy notice at:

www.girlguiding.org.uk/privacy-policy/