

This form works best with a pdf reader such as Adobe

<b>Title:</b> Mr Mrs Ms Miss Other:		<b>Date of Birth:</b>	
		Male      Female      Other	
<b>Forename(s):</b>		<b>Surname/Family Name:</b>	
<b>Home Address:</b>		<b>Phone Numbers:</b>	
		<b>Email:</b>	
<b>Postcode:</b>	<b>Postcode check:</b> N-D      D	<b>Would you like to join our course brochure mailing list?</b> Yes      No	
<b>What is your nationality?</b>		<b>Please select an option below that best describes your ethnic group/background:</b>	
<b>If you would like to nominate someone for us to contact in an emergency, please give their details below:</b> Name:  Relationship to you:  Contact Number(s):		<b>White</b> English/Welsh/Scottish/ Northern Irish/British Irish Gypsy or Irish Traveller Any other White background	<b>Black / African / Caribbean / Black British</b> African Caribbean Any other Black / African / Caribbean background
<b>Have you been living in the UK or EEA as a permanent resident for the past 3 years (or are a member of, or dependent of a member of, the British Armed Forces)?</b> <i>If your answer is 'no', please contact us for more information.</i>  Yes      No - please specify:		<b>Mixed / Multiple Ethnic Groups</b> White and Black Caribbean White and Black African White and Asian Any other Mixed / Multiple Ethnic background	<b>Other Ethnic Group</b> Arab Any other Ethnic group Other:
<b>How did you hear about us?</b> Our website      Facebook      Twitter      Instagram Word of mouth      Returning learner Course brochure (emailed)      Course brochure (printed) Other – please specify:		<b>Asian / Asian British</b> Indian Pakistani Bangladeshi Chinese Any other Asian background	<b>I am a Ukrainian refugee:</b> Living with family Living with a host Living independently  I am a care leaver I am a member or veteran of the Armed Forces
<b>Do you have a difficulty that may affect your learning?</b> Yes (please specify below)      No			
Vision      Hearing      Other physical disability      Mobility      Temporary disability after illness Dyslexia      Moderate Learning Difficulty      Social & Emotional      Speech, Language & Communication Asperger's Syndrome      Autism Spectrum Disorder      Mental Health      Prefer not to say Other specific learning difficulty or medical condition (please describe)			
If your answer is 'yes', please also discuss your additional needs with your tutor or contact reception to discuss with an advisor.			
<b>Privacy Notice</b> This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <a href="https://www.gov.uk/government/collections/individualised-learner-record-ilor">https://www.gov.uk/government/collections/individualised-learner-record-ilor</a> ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter ( <a href="https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter">https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter</a> ) and the ESFA Privacy Notice ( <a href="https://www.gov.uk/government/publications/esfa-privacy-notice">https://www.gov.uk/government/publications/esfa-privacy-notice</a> )			
If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:			
<ul style="list-style-type: none"> <li>• Using our online contact form <a href="https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter">https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter</a></li> <li>• By telephoning the DfE Helpline on 0370 000 2288</li> <li>• Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD</li> </ul>			
If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <a href="https://www.ico.org.uk">https://www.ico.org.uk</a> (Jan 22)			

