

Application Form

Frome Branch Training Days 2023 - 2024

Select a course from the attached poster and fill in all the details requested.

Note that an emergency contact name and telephone number is required for all under 18s.

A £10 course fee is payable by all applicants 18 years and older and is to be paid to the course tutor.

Participants under 18 years of age require a signature of consent from a parent or guardian.

Post or email completed Applications Form, to the Frome Branch Education Officer:

Jenny Cornwell, The Old Tenniscourt Farmhouse, Wells Road, Hallatrow, Nr Bristol, B&NES, BS39 6EJ,

Tel: 01761 453641 Mob: 07713 158472 (Please note: we have no signal at home)

Email: FromeBranch.EducationOfficer@bath-wells.org by the closing date shown against each course.

Applicant Details

Application Date: _____

Applicant: (Mr/Mrs/Miss/Ms/Other)		Emergency contact: <i>(See note below)</i> :	
Name:		Name:	
Address		Address	(Not essential but preferred).
Post Code:		Post Code:	
Tel No:		Tel No:	
Mob No:		Mob No:	
Email:			
(Note 1).			
Health Issues:	e.g.: Asthma, etc.		
Signature of Parent or Guardian if under 18: (signature of consent)		Date of Birth of minor:	
Note for Emergency Contact: Essential for those under 18; preferred for everybody else. Must be available throughout the day and someone not on the same course.			
Privacy of Information: tick box if you give permission for your email address to be shared with others who are on the same course as yourself. (Note 2)	Phone No's:	Yes/No	Email Address: Yes/No

I understand that you will hold certain personal information on a secure IT data base to that end. I have read and understand the new EU Regulations as summarised in the attachment to this application; that these details are only used for the purposes for which you have given permission by the Education Officer of the B&WDACR Frome Branch.

Signature:		Date:	
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Home Tower		Branch	
Length of time been ringing:	Years	Months	

Course choice

Course(s) title:	
Pref'd date(s) or Ref:	
Experience: (See Note 4 below) See also attached 'Experience Criteria' Are there any problems or topic you would like us to help with?	

Future Courses: Please tick or Y if you **wish** to be notified of future courses. **(Note 3)**.

Note 1: Only give an email address if you use this contact medium on a regular basis and are happy to receive joining instructions and other communications through this medium.

We use email addresses to provide you with details for the location of the tower, the times of the course and contact details of your course tutor. Sometime your course tutor will send you some notes, etc, for you to study before you come on the course.

GDPR Compliance.

I keep a record of all those who have been on any of the courses which I have been running over the last few years. These include your name, address, phone number(s) and email address. I also keep details of your emergency contact's name and phone number and where given their home address.

In order to comply with the **General Data Protection Regulation (GDPR)**, I now need your written consent to keep these details.

You now have to opt-in to the following:

Note 2: It is often useful for Course Tutors and fellow students to have a contact number and/or an email address for you (e.g. for sharing transport arrangement purposes or in case the unexpected arises). If you tick the privacy boxes, your contact details will be shared with your fellow students, otherwise they will only be passed to your course tutor.

Note 3: I also keep what I call my 'BCC' list. This is used to keep you in touch with Frome Branch's proposed programme as well as informing you which courses is coming soon or letting you know if there are any free places on the next course.

Say if you **wish** to be informed of future courses.

For details of the GDPR go to

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

For the Association Data Privacy Notice go to <http://bath-wells.org/documents/dataprivacynotice.pdf>

Note 4: State whether you are a complete novice for your course choice.

If you are already learning the topic covered, state what stage you are at e.g. plain courses/touches (as appropriate) and any help you wish for or anything you do not understand.

This will help your tutor plan your course.

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. Employers should provide clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.