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BSAB-BSCB Training Application Form

Last Modified June 14, 2017



Please complete all fields, ensuring that the course code, date and title of the course are correct. You will receive confirmation of your application after submitting the form. This is not confirmation that you have been allocated a place. Places will be confirmed via email 2 weeks before the date of the course.

Course Details

Please complete all fields. Applications will not be accepted unless all information is completed

Course Title

Course Date

Course Code

Personal Details

Please complete all fields

First Name

Surname

Job Title

Agency

Team/Department

Cost Code

Work Address

Organisation**Area****Postal Address****Postcode****Email****Phone**

Special Requirements

If you have any special requirements, please give details

Applicants Signature Statement

By completing this section, I understand there will be a charge for this course if I do not attend. I also understand that I may be asked to participate in a 6 week post training evaluation phone call with one of the training co-ordinators.'

Name

First name

Last name

Line Manager Authorisation

By completing this section, I agree that I have authorisation from my line manager to attend this course, and that my line manager is aware that they may be asked to participate in a 6 week post training evaluation phone call with one of the training coordinators. My line manager is also aware of the cancellation policy.

Line Manager's Name

First name

Last name

Line Manager's Email

Privacy notice

Blackpool Council is the data controller for the personal information you have provided. The council's data protection officer can be contacted at Dataprotectionofficer@blackpool.gov.uk or by writing to Data protection officer, PO Box 4, Blackpool, FY1 1NA.

When you submit a training application to Blackpool Safeguarding Children Board, as well as the training application, we will collect your name, employer, contact phone number and email. Your information will be used to process your training

application. We will also use the information to evaluate the service and, we will maintain statistical records of how many people have attended our training but we will anonymise your information when we create the statistics.

We are allowed to ask for your information in order to deliver a multi-agency training programme under the provisions for Local Safeguarding Children Boards in Working Together to Safeguard Children (2015).

Your information will be used by Blackpool Safeguarding Children Board staff in order to process your application and deliver our training programme. We will share your information with others if we are required to do so by law.

We do not transfer your information to a third country (that is a country outside of the EEA) and we do not use the information you have provide for an automated decision-making or profiling.

We will keep your information securely for up to 3 years following end of the business year (1 April – 31 March) in which the course for which you applied was scheduled. It will then be securely destroyed.

You have a number of rights relating to the processing of your information, including the right to access the information we hold about you (via a Subject Access Request), the right to erasure (the right to be forgotten) and the right to have inaccurate data corrected. More information about your rights can be found on the council's website (www.blackpool.gov.uk/privacy), the Information Commissioner's website (www.ico.org.uk) or you can ask for information about these rights from the council's data protection officer.

If we have asked for your consent when you provided the information to us, you have the right to withdraw this consent. This may affect the service we provide to you but you can withdraw your consent by contacting the council's data protection officer.

If you are not happy with how the council has handled your personal information, you can complain to us to give us an opportunity to resolve this with you. You should contact the data protection officer if you have a complaint. Alternatively, you can complain to the Information Commissioner. Their contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF, Telephone 0303 123 1113 (local rate) or by email to casework@ico.org.uk

Submit

Cancellation policy

Please note that there will be a charge for cancellations made within less than 5 working days of the course date, if the place cannot be filled.

Non-attendance will incur a charge:

- £50 briefing
- £50 half day course
- £100 full day course
- £200 2 day course

If you are sending someone in replacement please notify us so you will not be charged.

If we are not notified you may still be charged.

Blackpool Council

Municipal Buildings
Corporation Street
Blackpool
FY1 1NF

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