

Derbyshire County Council Childrens Services Integrated Workforce Development Team



Personal Training Profile

Your Details			
First Name:		Last Name:	
Home address inc. Postcode: <i>required to send your certificates or to send marketing information if an email is not provided</i>			
We are no longer accepting P.O. Box numbers or 'care of' (c/o) addresses. The address must have a letterbox or facility to receive mail directly. Please use your home address where possible.			
Date of Birth: <i>(required to claim your certificates)</i>			
Home Tel:		Work Tel:	
Mobile Tel:		Email:	
<p><i>By completing details of your contact number(s) above you are giving us permission to contact you. This is helpful if we need to cancel courses at short notice etc.</i></p> <p><i>By giving your email address you are consenting to us sending you information by email including marketing of courses and ALL training joining instructions for upcoming training</i></p>			

Equalities Act 2010 / Reasonable Adjustments
<p>Please advise of any additional support needs or reasonable adjustments we should be aware of when you attend our training: <i>e.g. level access, hearing loop, large print, dyslexia (need for coloured paper) etc</i></p>

Employment / Volunteer Information			
Setting Name:			
Setting address inc. postcode:			
Start date at setting:		Job Title:	
	<i>(some of our training is targeted towards specific employees e.g. Managers and Leaders)</i>		

Please read and sign the declaration overleaf

DATA PROTECTION DECLARATION:

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council's Childrens Services Integrated Workforce Development Section.

We use the information you provide to complete DfE returns and any other statutory Government returns as required by law.

The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity. The information will be retained securely by the Council in line with Derbyshire County Council's retention schedule.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and you rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at www.derbyshire.gov.uk/gdpr If you would like to contact Derbyshire County Council's Data Protection Officer please telephone Simon Hobbs on 01629 538306 or email GDPR@derbyshire.gov.uk You have the right to contact the Information Commissioner's Office if you have any concerns about how Derbyshire County Council handle your data.

SIGNATURE OF PRACTITIONER:

I have read the above Data Protection Declaration and I agree with these terms. I certify that the information provided on this application is true and correct.

Participants Signature:	Date:
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Please return this completed form to:
Workforce Development Team (JHH), County Hall, Matlock, Derbyshire DE4 3AG