

Registration Form

Please tick ALL courses that you are interested in.

**computer
friendly**

<input type="checkbox"/> 1 st Steps Beginners	<input type="checkbox"/> 1 st Steps Internet/Email	<input type="checkbox"/> Computers Beginners	<input type="checkbox"/> Intro Internet/Email
<input type="checkbox"/> MS Word	<input type="checkbox"/> Further Word	<input type="checkbox"/> Family History	<input type="checkbox"/> Digital Photography
<input type="checkbox"/> Other (please state)	<input type="checkbox"/> Excel	<input type="checkbox"/> Info/Advice/Guidance	<input type="checkbox"/> Visually Impaired

Course Attendance Record			UK Online: <input type="checkbox"/> Module 1 <input type="checkbox"/> Module 2		
Course & No.	Date	Status	Course & No.	Date	Status

Application Date			
Title (Mrs, Mr, Ms)		Phone Number	
First Name		Mobile	
Last Name		Email	
Address			
City			
County		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Post Code		Date of Birth	

Please complete the following as we are required by our funders to provide them with this information

Ethnicity	<input type="checkbox"/> Black African	<input type="checkbox"/> Indian	<input type="checkbox"/> Traveller
	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> White British	<input type="checkbox"/> Asian Other
	<input type="checkbox"/> Black Other	<input type="checkbox"/> White European	<input type="checkbox"/> Any Other Group
	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Mixed Heritage	

Status	<input type="checkbox"/> Employment (F/T)	<input type="checkbox"/> In Education (P/T)	<input type="checkbox"/> Home Maker
	<input type="checkbox"/> Employment (P/T)	<input type="checkbox"/> Lone Parent	<input type="checkbox"/> Other
	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Retired	<input type="checkbox"/> Unemployed <u>under</u> 6 months
	<input type="checkbox"/> In Education (F/T)	<input type="checkbox"/> Carer	<input type="checkbox"/> Unemployed <u>over</u> 6 months

Any Disability	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
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Any Special Help Needed (please specify):	
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Can you use a Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mouse	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Any previous PC Skills?	
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Qualification Level (e.g. Less Than 5 GCSE's is below level 2)	<input type="checkbox"/> Below Level 2	<input type="checkbox"/> Above Level 2
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How Did You Hear About Us?(Please circle)Oaklands, Job Centre, Press, Library, Friend, Age UK, Other	
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DATA PROTECTION STATEMENT .Computer Friendly will process data about you for a variety of purposes including all aspects of the administration of your course. This will include your data being used to produce statistics to show training and student trends. We will not give out data about you to third parties except where you ask us to or where Computer Friendly is under a legal requirement to provide information. This means, for example that we will pass some information to funding councils, representatives of these bodies such as auditors. We will also give details to the police where we are legally required to do so, i.e. in emergencies and where crime detection or prevention can be aided by the release of data. We will not release data to anyone who is unauthorised. If you wish your data to be released in such circumstances you must consent to this. This means that we will not release data to banks, friends, relatives etc. without your agreement. If you wish us to provide information to someone such as a bank you should contact us to give your consent, either directly or through the third party requesting the data, or you should ensure that you pass the third party request to us yourself. It is your responsibility to inform us if data we hold about you requires updating. You must notify us immediately if your personal data changes, for example, your address. In addition we will provide periodic opportunities for you to check your data through a printout of all information stored on you on the Computerised Database. Computer Friendly will retain your records after you have left so that we can provide audits for funding bodies when asked to do so. You are entitled to request a copy of the data we hold about you. You are also entitled to raise an objection where the processing of data we hold about you is likely to cause damage or distress (subject to provisions contained in the Data Protection Act 1998). Requests should be made in writing to Computer Friendly. If you have any queries regarding data protection you should contact Computer Friendly in the first instance. **I confirm I have read and understood the statement on data protection.**

Signed: _____ Date: _____

Please check availability and eligibility for concessionary training before applying

Call: **020 3239 1559** (Tues/Wed 10.30-4.00pm) **Post to: 1 Beverley Gardens, St Albans AL4 9BJ**

Email: courses@computerfriendlystalbans.org.uk Web: www.computerfriendlystalbans.org.uk

