**Refresher Course for Step On Train the Trainer:**

**Delegate Booking Form**

|  |  |
| --- | --- |
| **Dates of Course** |  |
| **Venue of Course:** |  |
|  | |
| **Delegate Name 1:** |  |
| **Position in School:** |  |
|  | |
| **Delegate Name 2:** |  |
| **Position in School:** |  |
|  | |
| **School Name:** |  |
| **Contact Email Address:** |  |
| **Contact Telephone Number:** |  |
| **School Address:** |  |
| **Finance contact details:**  *(for invoicing)* |  |
|  | |
| **Reason(s) / objective(s) for attending the course:** |  |
|  | |
| **Any special dietary requirements?** | Yes / No  If yes, please detail here: |
| **Any access requirements?** | Yes / No  If yes, please detail here: |
|  | |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Please return the completed booking form to the Business Support Team by email to** [**essexsteps@esset.org.uk**](mailto:essexsteps@esset.org.uk)

**Booking Notes:**

It is a requirement that Steps Tutors undertake refresher training every 12 months in order to be able to continue delivering the Step On programme in their own school setting for a further 12 months. The individual will be notified of the dates prior to the expiration of the accreditation.

By completing and returning this form you are confirming your intention to send the above-named delegates to the selected training event.

If you need to cancel your place at the course, then please contact the Business Support Team by email at [essexsteps@esset.org.uk](mailto:essexsteps@esset.org.uk). Cancellation charges may apply if you cancel less than 30 days before the scheduled event.

Please see the ESSET privacy notice for details about how we look after delegate personal information.

**ESSET Privacy Policy**

ESSET takes the privacy of your information very seriously. This privacy policy explains how we use any personal information we collect about you when you use our products or services or this website.

**What information do we collect about you?**

We collect information about you when you choose to complete one of our training packages.

* Name (first and last name)
* School/Academy Name
* Contact Information (email address, phone number and school address)
* Dietary Requirements
* Access Requirements

Our website uses Google Analytics to analyse website usage. If you visit our website this will automatically log your IP address, web browser type and version, operating system, a list of URLs starting with a referring site, your activity on the website and the site you exit to.

**How will we use information about you?**

We collect the information about you so that we can process your training booking, manage your account (including invoicing) and to maintain a record of your training accreditation.

Unless we are obliged or permitted by law to do so, and subject to any third-party disclosures specifically set out in this policy, your data will not be disclosed to third parties.

Our website uses Cookies to improve your experience of using the website. Cookies are a small text file placed on your computer by this website when you visit certain parts of the website and/or when you use certain features of the website. Before the website uses Cookies, you will be presented with a message bar requesting your consent to set these Cookies.

We use two types of Cookies:

* Analysis/Performance Cookies – these allow us to recognise and count the number of visitors and to see how visitors move around the website when they are using it. This helps us to improve the way our website works.
* Functionality Cookies – these are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.

**How long will we store this data for and how?**

We hold your information for as long as your training accreditation is valid, plus seven years following the end of this period in order to comply with financial accounting regulations.

Information collected for the purposes of Google Analytics is retained for 26 months.

We store your data in a variety of places including our financial accounting software, our customer database and within our cloud based storage system.

**Who has access to your information?**

Third party suppliers that undertake the administration of the training programmes for ESSET will be provided with your data in order to manage your booking request and maintain your training accreditation.

The course leaders will be provided with your name (first and last name) and school/academy name on commencement of the training programme.

**How will we keep your data safe?**

We understand the importance of security of your personal information and take appropriate steps to safeguard it. Your information is stored in a database, which is stored on our cloud based server (Dropbox). We regularly review our IT provision to ensure security and that what we have is fit for purpose. All individuals who access the database are trained in how to use the information in a secure and sensitive way, and our policies on accessing information from other devices ensure that your information is as secure as it can reasonably be.

No data transmission over the internet can be guaranteed to be 100% secure. So while we strive to safeguard your information, we cannot guarantee the security of any information you provide online and you do this at your own risk.

**What is the legal basis for us using your data?**

We will only use your data to fulfil the contract we are about to or have entered into with you or where we need to comply with a legal or regulatory obligation.

**Keeping your information up to date**

We really appreciate it if you let us know if your contact details change. You can do so by contacting us at [info@esset.org.uk](mailto:info@esset.org.uk).

**How can you access your information?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us on [info@esset.org.uk](mailto:info@esset.org.uk) or write to us at 12 Park Lane Business Centre, Langham, Essex, CO4 5WR.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

* Email us at [info@esset.org.uk](mailto:info@esset.org.uk)
* Or write to us at 12 Park Lane Business Centre, Langham, Essex, CO4 5WR

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which available on request.