

# EARLY YEARS & PRIMARY EDUCATION TRAINING DAY



Please complete the form to book your place. If at this stage you do not have names of the people who will be attending, please just fill out the form and state the number of places required.

**Complete and return to: Swindon Down's Syndrome Group 34 Periwinkle Close, Swindon SN2 2QH**

## Your details Please print your details clearly

First Name:

School:

Surname:

Address:

Phone No:

E-mail:

No. places

Position:

I am happy to be contacted by email    phone    post    about the training day event

We will provide refreshments and lunch on the day, please let us know of any special dietary requirements:

**Please sign to confirm you have read our privacy notice and are happy for us to process your information**

Signature:

Date:

## Payment details

**Payment must accompany the booking - £55 for professionals** (Teachers, SENCOs & TAs)

### Paying by cheque

Please make cheques payable to '

**Swindon Down's Syndrome Group** and return to:

Kim West - Swindon Down's Syndrome Group  
34 Periwinkle Close, Swindon SN2 2QH

### Paying by BACS

Please reference your payment as  
*Training Day 2018*

Account No: 76804485  
Sort Code: 09-01-54

For further information, please email [chair@swindondownsgroup.org.uk](mailto:chair@swindondownsgroup.org.uk) or call 01793 538335.

[www.swindondownsgroup.org.uk](http://www.swindondownsgroup.org.uk)

Registered Office 34 Periwinkle Close Swindon SN2 2QH

T: 01793 538335 E: [info@swindondownsgroup.org.uk](mailto:info@swindondownsgroup.org.uk)

Swindon Down's Syndrome Group is a UK registered charity. Charity number: 1158449.



# Privacy Notice

Our Data Protection and Privacy Policy explains in detail the types of personal data we may collect about you when you interact with us. It also explains how and why we use it, who we disclose it to, and how we protect your privacy.

## Who we are

The Swindon Down's Syndrome Group, hereby known as SDSG, is a UK registered charity, supporting people with Down's syndrome, and their families in the local community.

## What information do we collect?

SDSG collects a range of information about you. This includes:

- your name, school address and contact details, including email address and telephone number;
- details of any specialist dietary requirements for which we need to cater for on the day

We collect this information via the application form you complete to secure your place.

## Why does SDSG process personal data?

When you book your place on this event with us, we use your information to send you updates or information about the day. We will need to contact you by email or post for administrative or operational reasons, for example to send you confirmation of your place. We will use your contact details to inform you about future training days/events we may hold.

## Who has access to data?

Your information may be shared internally, with our Trustees for the purposes of administration. We will not share your data with third parties.

## How does SDSG protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Trustees in the performance of their duties.

## For how long does SDSG keep data?

At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. Whenever we collect or process your personal data, we'll only keep it for as long as necessary for the purpose which it was collected. At the end of that period your data will either be deleted or anonymised, for example by aggregation with other data – so it can be used in a non-identifiable way for statistical analysis or planning. If you agree to allow us to keep your personal data on file, we will hold your information on file for 12 months after the training day.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SDSG to change incorrect or incomplete data;
- require SDSG to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

If you would like to make a personal data access request, please email our Secretary at [secretary@swindondownsgroup.org.uk](mailto:secretary@swindondownsgroup.org.uk) with the subject title 'Data request' including the following required information:

- your full name;
- a description of your data access request

We will deal promptly with subject access requests and will normally respond within 30 days. If there is a reason for delay, the person making the request will be informed accordingly.

If you believe that SDSG has not complied with your data protection rights, you can complain to the Information Commissioner.