

## Course Details:

Course Name:
Course Venue:
Course Date:

## Company or Personal Details:

Name:	Email:
Job title:	Additional learning support:
Company:	Special dietary requirements:
Telephone:	Any other special requirements:
Mobile:	

### MOD Personnel Only:

ELCAS Entitlement	Higher Tier (£2,000):	<input type="checkbox"/>
(please tick the relevant box)	Aggregated Lower Tier (single award up to £3,000):	<input type="checkbox"/>
	Lower Tier (£1,000):	<input type="checkbox"/>

Course Cost (Including VAT):

Method of payment (Including VAT) (Please tick your payment method):

Cheque (payable to Train2Train): ☐ Bank Transfer: ☐ Card Payment: ☐

*If paying by card you will receive an electronic invoice to input your card details in for payment'*

Course material delivery address:

Address:
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Invoice address (If different from above):

Address:
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How did you hear about this course *(please tick)*:

Train2Train website: ☐

Social media: ☐

Referral: ☐ If you selected 'other', please state here:

Other: ☐

If you would like to receive *further information and renewal reminders* about Train2Train course & events via email please sign here:

☐ *Tick here*

To unsubscribe please email: **info@train2train.org**

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By ticking the following box, I accept and agree to the Train2Train terms and conditions that can be found on our website: **www.train2train.org**

☐ *Tick here*

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Please return this form to info@train2train.org and you will receive confirmation of receipt within 1 working day.

## Personal Data (GDPR)

Train2Train is committed to protecting the personal data of our learners. To be transparent about the information we are collecting about you and what we do with it, we have outlined the details in a data schedule below.

Data type	How it is captured?	Why it is required?	Who & how we share this data?	How it is stored?	How long it is retained by Train2Train?
Personal information –  Name, delivery address, telephone no, email, DOB, payment information, prior learning, experience & qualifications  Support for reasonable adjustments	Course register, course booking form and individual learning plan (NEBOSH only)	To provide a service to you that complies with requirements from regulatory organisations and awarding organisations  To pass on any necessary information to a regulatory organisation and/or awarding organisation and, if you agreed to this during the order process, to give you information about similar products and services that we provide and information about us, but you may stop receiving this at any time by contacting us	Shared with Awarding Organisation and Train2Train tutor	In paper-based folder stored in a lockable cupboard  Shared network drive accessible to Train2Train personnel who require access	3 years  Delivery address and payment information to be deleted immediately after use

By signing below, you agree to your personal data being used as outlined in the chart above.  
 For further information and to view our full privacy policy, please visit our website: [www.train2train.org](http://www.train2train.org)

Signature: