**Booking Form**

**Mindfulness Resilience Course**

**I wish to apply for a place on the Mindfulness Resilience Course**

Saturdays, 10-1pm, on Jan 26, Feb 2 & 9, 2019

Otley Labour Rooms, 21 Nelson Street, Otley LS21 1HB. Disabled access to the room is by stairlift.

Course fee £95

Name:

Address:

Telephone:

Email:

Have you been diagnosed with any mental health condition(s)? YES / NO

Any further information you think the trainer needs to know that may affect your ability to do the course?

How did you hear about the course?

Would like to be on our email list for future events? YES / NO

**TERMS AND CONDITIONS**

* We will acknowledge receipt of your application and payment.
* Joining instructions will be sent to you shortly after we receive your application and payment in full.
* In the unlikely event of cancellation of the event by the organisers, fees will be refunded in full.
* Booking forms should be returned via email, or posted to Cathy Theaker.

Cancellation policy:  If you are unable to attend after you have booked your place please let us know as soon as you can. This will enable us to offer your place to anyone waiting. If you have notified us of your intention to withdraw from the course by 4th January and a replacement is found by 21 January 2019 you will receive a 90% refund; in the event of no replacement being found by 21 January, you will receive a 50% refund. We are not able to offer any refunds after 21 January.  Alternatively you may elect to transfer to a future course with no financial penalty. This offer will remain open for 12 months and is subject to a place on a course being available.

**Payment is required on booking a place.**

For details of bank transfer or the address to send a cheque, please email:[**cathytheaker@gmail.com**](mailto:cathytheaker@gmail.com)

I have read the attached Privacy Statement and agree to the terms and conditions

Signed………………………………………………………………………………………………… Date…………………………………..

**Please email your completed booking form and signed Privacy Statement and return to:** [cathytheaker@gmail.com](mailto:cathytheaker@gmail.com)

**GDPR (General Data Protection Regulations) (2018)**

**PRIVACY STATEMENT**

**For Participants of Mindfulness Courses with Wharfedale Mindfulness**

All the information you provide will only be used for the purposes of training or to fulfil legal or regulatory requirements if necessary.

As data controllers, Sally Johnson and Cathy Theaker are responsible for collecting and processing your personal information. Cathy is registered with the ICO (Information Commissioner’s Office). Her registration number is ZA425483. Sally is also registered with the ICO and her registration number is ZA437606. You can view their registration at the [Information Commissioner's website](https://ico.org.uk/) <https://ico.org.uk/>

* **What personal data do we keep?**

The information we record about you includes your name, address, email address, telephone number, GP contact information.

We may also record anonymised brief notes following our contact with you, in order to help us remember and reflect on our practice

* **What do we use your personal data for?**

To enable us to contact you and to maintain records as required, to adhere to our Ethical Guidelines for good practice (BACP, 2018; BPS, 2018).

* **Data security**

We recognise that the information you provide may be sensitive and we will respect your privacy. We will keep this information confidential. The information will be held securely by us. Manual data is kept in a locked filing cabinet. Electronic records are password protected.

* **Who do we share your personal data with?**

We will not share your information with any third parties unless:

* you have consented to this (for example by providing information to us after we’ve told you that we will supply the information to a third party)
* it is as part of our duty to protect a child, a vulnerable adult, yourself or the public
* it is necessary for the prevention and detection of a crime
* we are required to do so by any court or law or any relevant regulatory authority
* it is necessary to protect the rights, property or safety of any third parties (for example for the purposes of fraud protection)
* **How long will we keep personal data for?**

We do not collect more information than is needed to fulfil our stated purposes and will not retain it for longer than is necessary i.e. at the end of the course your records will be destroyed and any email/text communication will be deleted, unless you have stated that you wish to be kept informed of any future courses we may run.

* **Your rights**

Under the General Data Protection Regulation (GDPR) you have rights as an individual data subject which you can exercise in relation to the information we hold about you. You can read more about these rights on the [ICO's website](https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/).

**Access to your personal information**

You can find out any personal information that we hold about you by making a ‘subject access request’ under GDPR.

We will:

* give you a description of it
* tell you why we are holding it
* tell you who it could be disclosed to
* let you have a copy of the information in an intelligible form

To request any personal information we may hold, you must put your request in writing to either Cathy Theaker or Sally Johnson. We will respond to any request received from you within one month from your request.

**Corrections and concerns**

If you believe that information we hold about you is incorrect or out of date, or if you wish to have your personal information deleted, please let us know and we will take reasonable steps to delete it (unless we need to keep it to comply with legal, or professional body requirements).

If there is any disagreement about what would be a correct record of any notes we may have made, it is good practice to include a record of the participant’s objections to the notes.

**Right to withdraw consent**

You have the right to withdraw your consent at any time, however, should you choose to do so we may not be able to provide services to you.

* **Complaints and queries**

If you have concerns about how we are handling your data, please contact us and we will try to resolve those concerns.

If you want to make a complaint about the way we've processed your data, you can contact the ICO (Information Commissioner’s Office), as the statutory body which oversees data protection law - see [ICO concerns](https://ico.org.uk/concerns).

**I……………………………………………….. consent to my data being collected, processed, used and shared in the ways stated above.**

**Signed…………………………………………………………….. Date………………………………………**