

Adverse Childhood Experience Events & Conferences Event Application Form

NOTE: ALL SECTIONS OF THIS FORM MUST BE COMPLETED OTHERWISE THE FORM WILL BE RETURNED WITHOUT THE BOOKING BEING MADE

Event Details			
Name of Event or Conference:			
Event or Conference Date:		Session AM / PM (where applicable)	
Event or Conference venue:			

Applicant Details			
Applicant's name in full:			
Applicant's Job Title:		Role: Please choose <u>one</u> only	<input type="checkbox"/> Universal <input type="checkbox"/> Targeted <input type="checkbox"/> Specialist
Organisation:			
Base name and address:			
Telephone number:			
Email:			
Special requirements: <i>(Please indicate any special requirements e.g. Visual aids, wheelchair access, dietary requirements etc.)</i>			

Cancellations and Non-attendance

In light of recent non-attendance by delegates at other free courses we have taken the difficult decision to charge for non-attendance or late cancellation of 48 hours or less at future ACE's courses.

Although the courses are advertised as a free event, all courses incur costs to cover the tutor, hiring of the venue including drinks etc.

As this is public money being invested on training, we have a duty to use it responsibly. Non-attendance / no-show also deprives another delegate on the waiting list of a place.

ALL NO SHOWS will be charged £50 per person.

****If another delegate is attending in your place please ask them to sign against *your name* on the register.**

By submitting your booking form you are agreeing to the above terms and conditions.

Please provide details of cost codes / organisational invoicing details, private individuals will be invoiced personally to the address given in case of non-attendance / no-show.

Derbyshire County Council staff only:

Cost Centre:

Detail code:

Other organisation invoice details:

Private individuals invoice address:

DATA PROTECTION DECLARATION:

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council’s Integrated Workforce Development Section.

We use the information you provide to complete DfE returns and any other statutory Government returns as required by law.

The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity. The information will be retained securely by the Council in line with Derbyshire County Council’s retention schedule.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at www.derbyshire.gov.uk/gdpr . If you would like to contact Derbyshire County Council’s Data Protection Officer, please telephone Simon Hobbs on 01629 538306 or email GDPR@derbyshire.gov.uk . You have the right to contact the Information Commissioner’s Office if you have any concerns about how Derbyshire County Council handle your data.

SIGNATURE OF APPLICANT:

I have read the above Data Protection Declaration and I agree with these terms. I certify that the information provided on this application is true and correct.

I am aware if I do not attend without prior cancellation or notice, this may result in forfeiture of my place on future ACE’s events including any current bookings.

Applicant’s Signature:	Date:
I agree my email acts as my signature: <input type="checkbox"/>	

**Derbyshire County Council only
Manager’s Authorisation:**

I confirm I have approved my staff member’s attendance at this training and confirm this is my signature below.

Manager’s Signature:	Date:
I agree my email acts as my signature: <input type="checkbox"/>	

WE WILL ALWAYS CONFIRM THE STATUS OF YOUR BOOKING – IF YOU HAVE NOT HEARD FROM US WITHIN ONE WEEK OF SUBMITTING THIS FORM PLEASE CONTACT US.

Please return this completed form to:
S4S.training@derbyshire.gov.uk