

Registration Form (Please complete one form per student)

Language Conversation Evening Classes - Bishop Wordsworth's School

Autumn Term 2019 commencing Monday 23 September 2019

In completing this form I hereby acknowledge that there is a contract between us and that therefore the School will process and share as necessary personal data provided in the form and at a later date as described on the Privacy Notice on Page 2.

Language	Level	Day	Time	From	To	Class Code	Number of Classes	Cost	Tick to enrol
French	Beginners	Wednesday	6:00-7:15pm	25/09/19	11/12/19	FR1	11	£121	
	Improvers	Monday	6:00-7:15pm	23/09/19	09/12/19	FR2	11	£121	
	Intermediate	Monday	7:30-9:00pm	23/09/19	09/12/19	FR3	11	£132	
	Advanced	Tuesday	7:00-8:30pm	24/09/19	10/12/19	FR4	11	£132	
German	Beginners Part 1	Wednesday	7:00-8:30pm	25/09/19	11/12/19	GE1.1	11	£132	
	Beginners Part 2	Tuesday	7:00-8:30pm	24/09/19	10/12/19	GE1.2	11	£132	
	Intermediate	Monday	7:00-8:30pm	23/09/19	09/12/19	GE3	11	£132	
Italian	Beginners	Tuesday	6:00-7:30pm	24/09/19	10/12/19	IT1	11	£132	
	Intermediate	Monday	6:00-7:15pm	23/09/19	09/12/19	IT2	11	£121	
	Advanced	Monday	7:30-9:00pm	23/09/19	09/12/19	IT3	11	£132	
Russian	Beginners	Tuesday	7:00-8:30pm	24/09/19	10/12/19	RU1	11	£132	
	Non-Beginners	Tuesday	7:00-8:30pm	24/09/19	10/12/19	RU2	11	£132	
Spanish	Beginners Part 1	Monday	6:00-7:15pm	23/09/19	09/12/19	SP1.1	11	£121	
	Improvers Part 1	Monday	7:30-9:00pm	23/09/19	09/12/19	SP2.1	11	£132	
	Intermediate Part 2	Wednesday	7:00-8:30pm	25/09/19	11/12/19	SP3.2	11	£132	

There will be *no classes* on the following dates:

- Half term - Monday 28 October to Friday 1 November inclusive.

Please Note: Classes will be confirmed in September and we reserve the right to withdraw a class if there are not enough students for it to be viable.

Student Details

NAME:

ADDRESS:

POST CODE:

TEL NO DAY:

EVENING:

MOBILE:

EMAIL:

NB please remember to inform us of any change as email is the preferred method of contact.

SIGNATURE: DATE:

Payment

Places are allocated on receipt of payment which should be by the deadline of **Friday 13 September 2019**

Payment by Cheque

Please make your cheque payable to 'Bishop Wordsworth's School' and write your name and course code (from the table above) on the reverse. Please send your cheque, together with this form, to:

Mrs C Saunders, Evening Class Administrator, Bishop Wordsworth's School, Exeter Street, Salisbury SP1 2ED.

Payment by Card

If you would prefer to pay by card, please visit the Evening Classes page on our website (http://www.bws-school.org.uk/main/Evening_Classes/) and follow the link to Wisepay to enrol online (there is then no need to return this form).

This Registration Form must be returned to:

Clare Saunders, Bishop Wordsworth's School, Exeter Street, Salisbury SP1 2ED by FRIDAY 13 SEPT 2019

Email: evening@bws.wilts.sch.uk

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EVENING CLASSES PRIVACY NOTICE

1. **The Law.** Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform people how information ('data') that they supply on the registration form or by any other means is used and processed.
2. **Submission of Form.** Submission of this form by an individual will be taken as agreement that there is a contract regarding these classes between the School and the applicant and that this contract is the legal base (ie the reason) for the storage and processing of the information on the form and collected during their attendance at classes.
3. **Personal Data Held.** The data initially collected includes that on the form or later collected.
4. **Reason for Holding Personal Data.** All data is collected and processed as necessary to allow us to contact those who enrol for classes, support their learning, allow payments to be made for classes and to comply with the law regarding data sharing.
5. **Legal Basis of & Purpose for Processing.** We only collect and use personal data when the law allows us to. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify our use of this data.
 - a. Most commonly, we process it where we need to:
 - (1) Comply with a legal obligation.
 - (2) Process the data for the legitimate interests of the School or a third party (provided the individual's rights and freedoms are not overridden).
 - (3) Perform an official task in the public interest.
 - b. Less commonly, we may also process personal data in situations where we:
 - (1) Have obtained consent to use it in a certain way.
 - (2) Need to protect the individual's vital interests (or someone else's interests).
6. **Data Retention.** Information collected will be retained for up to three years after the end of the set of classes in order that we may answer any queries and to support our financial processes. Information may then be anonymised and retained for statistical purposes.
7. **Data Sharing & Further Contact- Legitimate Interests.** We do not share information about individuals with anyone without consent unless the law and our policies allow us to do so. However, we may contact you again, unless you request us not to, in order to inform you about similar courses.
8. **Right to Access, Rectify or Erase.** Individuals have the right to access (by subject access request), have rectified or erased any of the personal data held (but not erased where the Law requires us to retain it) and ask: why we are holding/ processing the data, for how long we will keep it, where we obtained it (if not from them) and with whom it has been or will be shared.
9. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - a. Object to the use of personal data if it would cause, or is causing, damage or distress.
 - b. Prevent it being used to send direct marketing.
 - c. Claim compensation for damages caused by a breach of the data protection regulations.
10. **Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.
11. **Queries.** Any queries about this notice should be made to the Company Secretary by post or to djp@bws.wilts.sch.uk.
12. **Complaints.** Parents and pupils may complain about the School's use of data to the Data Protection Officer and, if not satisfied, then to the Information Commissioner's Office at: ico.org.uk/concerns.

This Registration Form must be returned to:

Clare Saunders, Bishop Wordsworth's School, Exeter Street, Salisbury SP1 2ED by FRIDAY 13 SEPT 2019
Email: evening@bws.wilts.sch.uk