



SHEP
CAPACITY FOR CHANGE

The Social and Health Education Project

Self-Advocacy:

Developing our skills to speak up and speak out.

(Code: **CN003810**, Autumn 2023)

APPLICATION FORM

Personal Information

Applicant's Name:

Home Address:

Home Phone:

Mobile Phone:

E-mail Address:

Contact person in an emergency:

Have you any particular requirements that you would like us to know about?

Can you tell us why this course is of interest to you?

Closing date for applications is Friday the 18th September

I wish to apply for the 'Self-Advocacy: Developing our skills to speak up and speak out' course.

Sign or print name.....

How will SHEP use Personal Data of course participants?

SHEP only asks for the minimum required information to process applications for course participation. This information will only be used for this purpose and will not be shared with any third parties. You have rights in relation how your personal information is used by SHEP, including the right to object to processing and right of access to your own personal information. We encourage you, if you have any queries or concerns about how your personal data will be used or stored, to talk with SHEP training staff on 021 4666180 or email us at info@socialandhealth.com. SHEP's purposes for gathering information are:

- To contact you about your application;
- To follow up with you after the application is received and administer your application as required;
- To manage course processes (including commencement, completion, progressions, course payments where relevant, course evaluations, project statistical reporting);
- To maintain your participant training record (including personal & course details)
- To share information with course facilitators, organisations involved collaboratively in courses, or where there is a fee funding support being sought. Only necessary information is shared and SHEP will be transparent with you.
- Where information is to be disclosed beyond the purpose above, specific additional consent will be sought from you

Participant information is stored on secure, protected cloud based and in-house specialised training and education database. Hard copy information is stored in secured cabinets. Information is only accessed for the above purposes and only accessed by authorised SHEP training, administration and accounts staff.

As an applicant for one of SHEP's courses, we ask that you read and understand the above data protection statement and application form carefully. On this application form we need your signature to:

1. Confirm that you have read, understood and give consent to how SHEP will store, use and access the personal information you provide.
2. Indicate if you wish to be joined onto our 'Mailing List' to receive information about Project news and future programs you may have interest in.

We are committed to ensuring that any information we collect is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Acts 1988 to 2018. SHEP's detailed Data Protection Policy and time scales for retention of information is available at www.socialandhealth.com.

Please Confirm

I understand and give my consent to how SHEP will use my personal data as outlined above (again please contact the Project on 021 4666180 if you want to talk through any aspect of this).

I wish to receive further correspondence to do with this application by:

Please tick appropriate box

By Post

By Email

SHEP Mailing list

Please indicate if you wish to join SHEP's 'Mailing List' to receive information about Project news and future programs you may have interest in. You can 'Unsubscribe' from the SHEP Mailing List at any time in the future.

For assistance to complete this form and/or further information phone:

(021) 466 6180

Please return this form to the Programme Administrator preferably online to info@socialandhealth.com

Alternatively you can post to:

The Programme Administrator,

The Social & Health Education Project,

The Old Primary School, Ardfoyle Avenue, Ballintemple, Cork. T12 XDH2.