

DATA PROTECTION

Education and Skills Funding Agency

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

About courses or learning opportunities For surveys and research By post By e-mail By phone

Mary Ward Centre

Data Protection Privacy Notice

The College processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. The College's registered office is 42 Queen Square, London WC1N 3AQ.

The College's Data Protection Officer is the Assistant Chief Executive, Allister Duncan. Allister can be contacted by email – allister.duncan@marywardcentre.ac.uk or by phone – 020 7269 6090.

The reason for collecting this personal data is so that we make an initial assessment of your educational needs and whether you are entitled to concessionary fees. We are also legally obliged to collect and report on equality data. This helps the college ensure that a broad range of people are able to access our services. There is also information that our main funder, the Education and Skills Funding Agency require as part of their contract with us. This means the legal basis for processing is a combination of being necessary to comply with our legal obligations and to fulfil the legitimate purpose of the College in providing adult education. The information will be used to process your application to become a student. If you decide not to become a student we will delete it immediately. If you do become a student we may keep the data for up to 10 years after you cease to be a student.

This personal data will only be shared with our funder the Education and Skills Funding Agency. The reason we do this is to ensure we receive the funding we are entitled to. We will not share it with anyone for the purpose of sales or marketing without obtaining your explicit consent to do so.

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found in our Data and Records Management Policy on our website at <http://www.marywardcentre.ac.uk/about/gdpr/>. If you are not satisfied that your personal data is being processed properly, and the College has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner's Office (ICO). More information about how you can do this is available at the ICO's website www.ico.org.uk.

I have seen and understood the Data Protection Privacy Notice. (signature)

Statement of accuracy and acceptance

I certify that the information given on this form is correct. I agree to abide by the regulations of the Centre. I have read the Refunds and Transfers policy and also understand that the Centre reserves the right to change tutors, re-schedule, cancel or combine courses if necessary.

Signature _____ Date / /

Match Funding Statement

ESFA subsidised courses are match funded to the European Social Fund (ESF) and are therefore part of the ESF programme.



Enrolment Form 2018-2019
The Friendly Place to Learn

42 Queen Square London WC1N 3AQ
Tel: 020 7269 6000
Enrolment Fax: 020 7269 6002
www.marywardcentre.ac.uk

Courses you wish to enrol on

Course Code	Course Title	Annual Membership Fee (Circle as appropriate)		
		Full £12	Concs £5	Nil
		Please donate if you can to the Mary Ward Fund		£
		Total including annual membership		£

Personal details

Have you been a student at the Centre before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>
Surname	Date of Birth / /
First Name	Nationality
Full Address	E-mail Address
	Tel mobile
Postcode	Other contact no

Eligibility for EFSA funding and fee status

Please tick the status that applies to you:

- I am a citizen of a country within the European Economic Area (EEA) or have the right to abode in the UK, and have been ordinarily resident in that country for at least the previous 3 years.
Please state which country _____
- I am a family member of a person covered the statement above and have been resident in the U.K. for 3 years. Please supply evidence to support this.

- I am a non EEA citizen and have been granted permission by the U.K. government to live in the U.K., which is not for educational purposes and have been ordinarily resident for at least the previous 3 years. Please supply a copy of the Home Office documentation.
- I have a certain type of immigration status or am an asylum seeker and meet certain criteria. Please supply a copy of the Home Office documentation.
- If none of the above applies to you, you are not eligible for ESFA funding and your course fee will be twice the standard full fee.
- I was aged 19 / over on 31st August 2018.

To which ethnic group do you belong?

Asian/Asian British

- 01 Bangladeshi
 02 Indian
 03 Pakistani
 04 Other Asian

Black/black British

- 05 Black African
 06 Black Caribbean
 07 Other Black

Mixed/multiple ethnic

- 08 Mixed - White & Asian
 09 Mixed - White & Black African
 10 Mixed - White & Black Caribbean
 11 Other Mixed

White

- 12 White - British (English/Welsh/Scottish/N Irish)
 13 White - Irish
 14 Gypsy or Irish Traveller
 15 White - Other

Other ethnic background

- 16 Arab
 17 Chinese
 18 Any Other (please state)

Please write here:

Equality & Diversity Monitoring (Equality Act 2010)

Have you changed or do you plan to change your gender? Yes No

How would you describe your sexual orientation?

- towards - persons of the same sex
 towards - persons of the opposite sex
 towards - persons of either sex

Do you have a religion or belief?

Yes No

If yes, please state what it is. Please write here _____

Are you pregnant or have you given birth in the last six months? Yes No

Support needs including any learning difficulty, disability or during pregnancy

Due to funding, information does need to be current at point of enrolment. We want to give you all the support you need on your course. Please tick all of the boxes that apply to you. If you tick more than one please circle the one you consider to be your main difficulty/disability. It's best if we share this information with your tutor. All information remains confidential. If you need specific help - hearing loop, large print, level access, or anything else please state where indicated below.

- | | |
|--|--|
| <input type="checkbox"/> 01 Visual impairment | <input type="checkbox"/> 12 Moderate learning difficulties |
| <input type="checkbox"/> 02 Hearing impairment | <input type="checkbox"/> 13 Severe learning difficulties |
| <input type="checkbox"/> 03 Disability affecting mobility | <input type="checkbox"/> 14 Dyslexia |
| <input type="checkbox"/> 04 Other physical disability (please state) _____ | <input type="checkbox"/> 15 Dyscalculia |
| <input type="checkbox"/> 05 Other medical condition (please state) _____ | <input type="checkbox"/> 16 Autism spectrum disorder |
| <input type="checkbox"/> 06 Social/Emotional difficulties | <input type="checkbox"/> 17 Speech, Language and Communication needs |
| <input type="checkbox"/> 07 Mental health difficulty | <input type="checkbox"/> 18 Other specific learning difficulties, please state _____ |
| <input type="checkbox"/> 08 Temporary disability after illness or accident | <input type="checkbox"/> 19 Prefer not to say |
| <input type="checkbox"/> 09 Profound complex disabilities | Please state here specific help needed _____ |
| <input type="checkbox"/> 10 Asperger's Syndrome | |

Concessionary fees and employment status

	Yes / No	If employed please let us know how many hours in the box below:
I am employed		
I am self employed	 hours per week
I am retired		
I am in full-time education and training		If you answer yes to this question you are not entitled to a concessionary fee.
I am currently unemployed? Yes/No How long have you been unemployed? ____ Years ____ Months		
I am unemployed and in receipt of Job Seekers Allowance (JSA)		If you are receiving JSA, UC or ESA you are entitled to a full concessionary fee for some courses. Please bring evidence of your benefit dated within the last 6 months e.g. a letter from the benefits agency or a current bank statement. National Insurance Number _____
I am unemployed and in receipt of Employment Support Allowance (ESA)		
I am unemployed and in receipt of Universal Credit (UC)		
I am unemployed but not in receipt of either JSA or ESA or Universal Credit		If you are unemployed and not in receipt of JSA or ESA or universal credit but you will use your course to help you get a job, we may be able to offer you a full concession for some courses. Please ask. National Insurance Number _____
I am currently not working or looking for work and or not available for work		You will pay the full fee unless you are on a means tested benefit
I am retired and on a means tested benefit or pension credit		If you are retired and on a means tested benefit you are entitled to a MW concessionary fee. Please bring evidence of your benefit dated within the last 6 months e.g. a letter from the benefits agency or a current bank statement.
I am currently in receipt of an income based benefit		If you are receiving an income based benefit or are the unwaged dependant of someone claiming, you are entitled to a MW concessionary fee. Please bring evidence of your benefit dated within the last 6 months e.g. a letter from the benefits agency or a current bank statement.
I am the unwaged dependant of someone claiming an income based benefit		
I am aged 19-23 and have enrolled on my first full level 2 or level 3 qualification		If you have answered yes to this question you are entitled to a concessionary fee. Please sign this declaration and ask the pers on who interviewed you to authorise the back of this form. Signature _____

Household Information

- No member of the household in which I live (including myself) is employed
 The household that I live in includes only one adult (aged 18 or over)
 There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
 None of these statements apply
 Prefer not to say

Qualifications

- | | |
|--|---|
| <input type="checkbox"/> 01 GCSE/O Level Grades D-G (Level 1) | <input type="checkbox"/> 07 Postgraduate Higher Level (Level 5) |
| <input type="checkbox"/> 02 GCSE/O Level 5 at Grades A-C (Level 2) | <input type="checkbox"/> 08 Below Level 1 |
| <input type="checkbox"/> 03 2 or more A Level or 4 AS Levels (Level 3) | <input type="checkbox"/> 09 Entry Level |
| <input type="checkbox"/> 04 QCF Level 4 | <input type="checkbox"/> 97 Level not known |
| <input type="checkbox"/> 05 QCF Level 4 | <input type="checkbox"/> 98 Not known |
| <input type="checkbox"/> 06 Degree/teaching qualification (Level 4) | <input type="checkbox"/> 99 No qualifications |

How did you hear about us?

- | | |
|--|---|
| <input type="checkbox"/> Continuing Student | <input type="checkbox"/> Your employer/Job Centre (please state) _____ |
| <input type="checkbox"/> Mary Ward Centre Prospectus/Website | |
| <input type="checkbox"/> Another website eg. Hot Courses/Floodlight | <input type="checkbox"/> Camden New Journal |
| <input type="checkbox"/> Through a community group or voluntary organisation: (please state) _____ | <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Word of mouth eg: friend/family member/students | <input type="checkbox"/> Other _____ |

Refunds and Transfer Policy

The Centre wants its students to be on an appropriate course and to enjoy their learning. A full or pro rata refund or a transfer will ONLY be allowed in the following circumstances:-

- Where a student withdraws, for a valid educational reason, within 3 working days of the first meeting, from a course longer than four meetings
- Where a student gives 10 working days' notice before the course starts
- Where the Centre cancels, reschedules or closes a course

In the case of 1 and 2 above, please submit a request for a refund in writing or by emailing: refundrequest@marywardcentre.ac.uk

Except under 3 above, refunds are subject to an administration charge of £10 (£5 concession). We aim to process refunds within 28 days. Refunds are made by cheque only regardless of payment method. Cheques not cashed within 6 months of issue cannot be reissued.

Transfers are subject to any necessary adjustment of fees, room being available on the course and authorisation given by the tutor of the new course. In certain circumstances a transfer fee may be charged at the discretion of the Centre.

Method of payment

Cheque Cash Credit/Debit Card Company Invoice (with a letter of authorisation on company headed paper)

If giving a donation: I would like to gift aid it. I am a UK taxpayer. To qualify for Gift Aid, what you pay in Income Tax or Capital Gains Tax must at least equal the amount charities receiving your donations will claim in the tax year. VAT and Council Tax do not qualify.

I enclose cheque/postal order for £ _____ payable to 'Mary Ward Centre'

I authorise you to debit my MasterCard/Visa/Switch card for £ _____

Credit or Debit Card Number

Switch Issue no. if given Valid from / Expiry Date /

Signature _____

Office use only

Telephone enrolment Y/N

Type of evidence seen

Date of issue of evidence / /

Signature _____ (Staff Member)

Receipt details