**Diocesan Board of Education**

**COURSE BOOKING FORM Academic Year 2020-2021**

**All Courses are offered on line using Zoom**

**Please complete one Booking Form per course and** **email to: education@hereford.anglican.org**

|  |  |
| --- | --- |
| **Course Title:** |  |
| **Course Date:** |  |
| **Name of Attendee(s)****(BLOCK CAPITALS):** | **Designation**  | **Individual’s Email Address (we will issue Zoom Log in details to you personally)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **School/Academy Name:** |  |
| **School/Academy Email Address:**(Invoice will be issued for paid courses)  |  |
| **Purchase order number:**(Will be quoted on Invoice) |  |
| Partnership School Non Partnership School *Please indicate*  | **TOTAL COST £** |

* Complete a booking form for each course and return to the Education Team **NO** **LATER** than 5 working days before the course date. Multiple attendees can be on the same booking form but please do not mix different courses on the same form.
* You will receive confirmation of your booking by email and a reminder 5 working days before the event.

*We respectfully draw your attention to the Terms and Cancellation Policy detailed overleaf.*

I confirm that I have read and accept the Booking and Cancellation Policy and the relevant GDPR data protection details.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Name: |  |
| Designation: |  | Date: |  |

**Booking Terms and Cancellation Policy**

**Booking**

1. Complete a booking form and return by email to education@hereford.anglican.org . We only accept email bookings.
2. On our booking forms we ask for a contact email address and we will use this information to send you course details in advance and any post course information. We will also use these details should we need to make significant changes or need to cancel the event at short notice. None of the information on the form will be passed to a third party.
3. Non-attendance or prior cancellation by those who have booked will be subject to a cancellation charge.
4. For further information or if you have any questions, please contact the Diocesan Education Team at education@hereford.anglican.org

**Cancellation Policy**

If you need to cancel your booked place, please email **education@hereford.anglican.or**g**.**

* + Over 5 working days – No Charge
		- 2 – 4 working days –50% charge of full course fee as stated in **2020/2021 Training Programme**
		- 1 working day and below –100% charge of full course fee as stated in **2020/2021 Training Programme**

Most courses will have a minimum number of participants required to make the course viable, therefore bookings will close 5 days prior in order for sufficient notice to be given in the event of a cancellation.

**Payment:** An invoice will be issued to the School/Academy with payment terms of 30 days.

**Data Protection Information**

Under the General Data Protection Regulations, the Hereford Diocesan Board of Finance Limited (HDBF) as Data Controller regards the protection of personal data relating to governors, teachers and other holders of public office as a very important matter. Your data will be used in accordance with the [Diocesan Privacy Notice HDBF](https://www.hereford.anglican.org/documents/privacy-notice-hdbf/) following the GDPR Legislation May 2018.

The Privacy Notice outlines the information that the HDBF collects, holds and shares including the lawful basis about how we use this information, who has access to it and our retention of that information. Our Privacy Notice has details of how to contact the Data Controller.

If you would like a printed copy of the Data Protection Policy or Privacy Notice please do not hesitate to contact the Diocesan Education Office.