

# Enrolment Form

Course(s) I would like to register on: Course Name		Course Location	Course Date
<b>Contact Details</b>			
Title:	Forename:	Surname:	
Address:		Postcode:	
		D.O.B:	
Phone number(s) you are happy to be contacted on:		Mobile:	
		Landline:	
Email address:			
<b>Equality details</b>			
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/>			
Sexual orientation:		Ethnic Origin:	
Are you disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is your main disability?			
Communication/learning needs: Enter any communication or learning needs you have			
Health: Enter any health and/or mobility needs you have, and how we should respond in an emergency			
<b>Other information</b>			
Are you currently receiving support from any of the following? (Please tick all that apply)			
<input type="checkbox"/> IAPT		<input type="checkbox"/> Liaison and Diversion Service	
<input type="checkbox"/> Secondary Care Mental Health team		<input type="checkbox"/> No Mental Health Service	
<input type="checkbox"/> Crisis Mental Health team		<input type="checkbox"/> Other - Enter other place you are receiving support from:	
How did you find out about the course(s)?			
<input type="checkbox"/> NHS practitioner/support worker		<input type="checkbox"/> Department for Work and Pensions (DWP)	
<input type="checkbox"/> Coventry and Warwickshire Mind support worker		<input type="checkbox"/> Other- Enter other place you found out about us from:	
<input type="checkbox"/> Google search for local mental health courses			
What is your main reason for wanting to attend?			
<input type="checkbox"/> To help myself feel better		<input type="checkbox"/> To accompany someone I professionally support	
<input type="checkbox"/> To learn to better support a family member or friend		<input type="checkbox"/> My own professional development	
		<input type="checkbox"/> Other- Enter other reason for attending:	
If you are a professional, please identify which organisation you are from			
<input type="checkbox"/> NHS		<input type="checkbox"/> Council	
<input type="checkbox"/> Third Sector Organisation			

**Please tick the boxes below to confirm your consent:** *(more information on reverse)*

- I give my consent to the processing of my data as detailed above:
- I give my consent to the processing of Equal Opportunities data:
- I give my consent for you to send me notifications about my course:
 

Via text	<input type="checkbox"/>
Via email	<input type="checkbox"/>
- I would like to receive the Recovery & Wellbeing Academy newsletter:

**Signature:** .....

**Name:** ..... **Date:** .....

## **Who are we?**

The Academy offers a learning approach to personal recovery and wellbeing through a range of courses and workshops. The Academy is a partnership between Coventry & Warwickshire Mind and Coventry & Warwickshire Partnership Trust and works with a range of partner organisations to deliver the courses and workshops.

## **What data do we keep, and why?**

We need to keep certain information (data) about you in order to:

- Communicate with you about the course/s you are attending
- Verify your age
- Monitor attendances
- Evaluate the service

Your data will not be used for any automated decision making.

This is data we need to collect, with your consent:

- Name & contact details (address, phone, email etc.)
- Communication/learning needs
- Date of birth
- Course/s attended
- Outcomes data
- How you found out about our courses.

We will also ask for your consent to send you occasional updates on our courses via newsletter.

We need your explicit consent for equalities data – we need to ask for this to comply with Equality Act 2010, but you can choose not to give it if you don't want to.

## **Where will we get the data from?**

We will collect the data from you, when you sign up to attend a course

## **Who will we share your data with?**

We will only share identifiable information with course providers, so that they have an attendance register. Where we provide services in partnership with other agencies we will ensure they sign a Data Sharing Agreement to keep your data safe. Monitoring or statistical data will be shared with funders/commissioners, but we will not share information about you with them.

If there is an emergency, we may need to share your data with other agencies. We will only do this to keep you or others safe and if it is within your vital interests.

## **How will we keep the data?**

We will collect your data onto paper forms, or directly onto our online database. We will keep paper forms securely and destroy them as soon as we don't need them any more (in most cases this will be as soon as the data has been transferred onto our database). Our databases are kept securely and are only accessible with individual staff passwords. Access within our databases is restricted to those people who need to see it as part of their job. All identifiable data will be destroyed or anonymised when we no longer need it.

## **What are my rights?**

**Right to be informed** – This privacy notice explains the basics about what data we keep, why and how, and for how long. If you would like more information, please ask a member of staff or contact Head Office on 02476 552847.

**Right to access** - on request, we will provide a copy of all the data we have about you. Please speak to Head Office on 02476 552847 for information about how to go about this.

**Right to remove consent /Right to erasure** - (or the 'right to be forgotten') - on request, we will destroy data that you have previously given consent for.

**Right to be correct** – we are obliged to correct any information we keep that is inaccurate. We will stop using your data (restrict processing) whilst it is rectified.