 Name Of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GMB Membership Number (If applicable): \_\_\_\_\_\_\_\_\_

Home Address (Including postcode):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile/Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is English Your First Language? Yes No Do You Have A Disability? Yes No

GMB Lifelong Learning Project are in line and up to date with the new laws and regulations around General Data Protection Regulations (GDPR). GMB Lifelong Learning Project have updated their Privacy Policy to take into account the new requirements of the GDPR.

By ticking this box you allow GMB Lifelong Learning Project to retain the information stated above, for more information relating to how and why your data is stored please see below.

**What data is collected?**

Unless otherwise agreed with you GMB Lifelong Learning Project will not collect any other personal data other than what is stated below. Due to the nature of the course GMB Lifelong Learning Project will store special category data such as **ethnic origin, sex, trade union membership** and **health** such as **disability** information. Personal data will include your **full name, date of birth, home address** and **first language**.

**How will your data be used?**

GMB Lifelong Learning Project collects this data in order to provide you with services you have engaged with GMB Lifelong Learning Project to provide. If you do not consent for this information to be stored then GMB Lifelong Learning Project will be unable to provide the services you have requested.

**How long will your data be stored?**

All personal data, electronic and paper based, will be processed by GMB Lifelong Learning Project staff and uploaded on to Ela Systems. Personal data that has come from a paper based source will be confidentially destroyed if no longer needed or kept in a locked location. GMB Lifelong Learning Project will store both personal data and special category data for a maximum of 10 years after which it is destroyed should it not be required for the lawful purpose(s) for which it was obtained.

**Who has access to your data?**

GMB Lifelong Learning Project staff and 3rd parties Ela Systems and UCD Systems will have access to the data GMB Lifelong Learning Project have request to retain. Staff belonging to these companies will have access to your data but to ensure that GMB Lifelong Learning Project are in line with the new regulations a disclaimer has been signed by both GMB Lifelong Learning Project and the 3rd parties that states the data held must not be misused and both companies comply with GDPR. Your data may also be shared with Unionlearn for the purpose of audit.