



COMMUNITY EDUCATION ENROLMENT 2018 – 2019

If you would prefer to complete this form **online**, go to
www.princehenrys.co.uk/Community/Community Education/How to Enrol



Course: Level: Day:

Name:

Address:

..... Post Code:

Email address:

Daytime Phone number:

Mobile Telephone Number(s) (in case of Tutor illness):

We use a text message-based system to contact you in case of tutor illness. It is best if you give us a mobile telephone number for this. However, please do give us a landline number, if you do not have a mobile phone. **THIS IS THE ONLY WAY WE CONTACT YOU IF YOUR TUTOR IS ILL.**

Fee paid:

If claiming a means-tested concession, please state which applies to you. If enrolling by post/email, you may be asked to show proof in the first two weeks of your course:

I have paid by (please tick) Cash Cheque No: Bank

Please make cheques payable to Prince Henry's Grammar School.

Please read the DATA PRIVACY box below and, if appropriate, tick to indicate that you give consent for us to contact you for the marketing purposes outlined.

I wish to receive a leaflet for the 2019/20 programme

by post, if I do not receive one in class.

(Office use only) **Receipt No:**

DATA PRIVACY

We store and use your name, address, email address and phone number to contact you regarding the course(s) you have enrolled for. Under the General Data Protection Regulation (GDPR), the legal basis on which we use your data is known as "performance of a contract" (i.e. we need this information in order to deliver the service you have paid for). We also store details relating to the fees you pay to comply with auditing requirements. For our full Privacy Notice visit www.princehenrys.co.uk/Community/Community Education.

What we do with your personal data

We store the information on the form above in paper form and on an electronic database. We use your telephone number to contact you in case of tutor illness or to pass on urgent messages. We may use your address / email address to remind you when you need to re-enrol for the next term.

Who we share your data with

Your name, address and email address will only be used by Prince Henry's Community Education Programme in the context of the courses. We will not share your data with any third parties except, where required, with our auditors (currently Murray Harcourt).

Using your data for marketing purposes

We will not contact you for marketing purposes (e.g. to give details of the 2019/20 programme) unless you give us your consent by ticking the box above. You can withdraw this consent at any time by emailing Pippa McPherson at mnp@princehenrys.co.uk.