

FOOD HYGIENE COURSE

VENUE

RUSHMOOR BOROUGH COUNCIL
COUNCIL OFFICES
FARNBOROUGH ROAD
FARNBOROUGH
HANTS
GU14 7JU

DATES

Please insert the confirmed date of the course you wish to attend

(Registration from 08:45, course runs 09:00 – 13:00)

COST

The Food Hygiene Course is currently available for a **special offer** price of:

£50 per candidate (inc VAT)

FOOD HYGIENE COURSE – BOOKING FORM

Please book me place(s) on Rushmoor’s Food Hygiene Course on:

Confirmed Date:

Name

Business

Address

.....

Telephone No. Email

Candidate Names:

1. 4.

2. 5.

3. 6.

Booking

To book your place(s) please complete and return the booking form to the Administration Team, Environmental Health and Housing Services, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hants, GU14 7JU or email the required information to environmental.health@rushmoor.gov.uk

Telephone enquiries can be made to Environmental Health & Housing Admin on 01252 398177

Payment

Payment must be paid **in advance** either in cash, card, or by cheque made out to Rushmoor Borough Council at the cash office located in the main reception of the council offices. Please quote the paying-in code 2208 80399 with your name and retain your receipt as proof of payment.

Cancellation Policy

Where candidates are unable to attend, a minimum of one weeks notice must be given – candidates will have the option to attend a subsequent course (if available). The course fee is however non-refundable in the event of candidate cancellation.

Rushmoor BC reserve the right to cancel the course without notice should exceptional circumstances arise. The course may also be cancelled in the event that there are insufficient candidates. Candidates will have the option to attend a subsequent course (if available) or to receive a refund.

Additional Information

- Tea/Coffee will be provided during breaktimes.
- Parking is not available in the council offices car park. Pay and display car parking is however available in the Pinehurst car park which is 2 minutes walk from the Council Offices.

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398177, via email to food@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your booking for our food hygiene training course. The law allows us to store your personal information as you are contracting us to provide a service.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as customer services in order to provide our services.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information please see our retention guidelines as published on Rushmoor Borough Council's website.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information as you have asked to attend our food hygiene training. If you do not provide it you will not be able to book on the training course.