

## SHTAC Short Course Booking Form – for external delegates

**Please indicate which course you wish to attend and complete your personal information. To comply with the General Data Protection Regulation, please read our Privacy Notice and give consent to process your personal data below.**

Course	Date	Please select
Introduction to Systematic reviews in Health	Tues 12/11/2019 9am – 4.15pm	
Introduction to Health Economics Evaluation	Weds 13/11/2019 9am - 4.30pm	
Name		Job Title
Organisation		
Address		
Email - <i>Please update us if your email address changes</i>		Telephone
Please make us aware of any special requirements or dietary needs:		

**\*Discounted Earlybird rates are available for November 2019 courses until 30/9/2019**

Course fees	One course	Select	Both courses	Select
Public sector/Academic rate Earlybird*	£195		£390	
Public sector/Academic rate Standard	£295		£590	
Private sector Earlybird*	£295		£590	
Private sector Standard	£395		£790	
Concessions Standard	£125		£250	

**Card payments can be made online at [University of Southampton Online store](#)**

**Alternatively, invoices can be issued on receipt of a purchase order.**

Please state the purchase order number below, and attach the purchase order with your booking form.

PO number

**Please tell us how you heard about this training day? Indicate the options that apply**

Email discussion/distribution list		From a colleague	
From a website		Other (please specify)	

### Consent to use your data

The Southampton Health Technology Assessments Centre (SHTAC), at the University of Southampton, provides training courses in systematic reviews and health economics.

We would like your consent to collect your personal data to enable us to maintain a database of contact details of people enquiring about and/or registering to attend one of our courses.

### **What we are collecting**

We would like your consent to collect the following personal data about you: your name, job title, work/study organisation (if applicable), contact details (e.g. email address, telephone number) and any special requirements (e.g. dietary requirements), your payment details (e.g. Bank or credit card/debit card details secured using SSL technology).

### **What it will be used for**

I understand that this information is being collected to enable me to enquire and/or register to attend a training course, and to receive notification of future training courses.

And that it will enable you to keep a record of any correspondence you send to the University regarding the training courses.

I understand that the personal data collected from me will be kept confidential and stored securely.

Declaration – please tick each statement if you agree to consent	
<input type="checkbox"/>	I consent to my personal data being collected and used for the purpose of registering to attend a training course.
<input type="checkbox"/>	I consent to my personal data being collected and used for the purpose of notifying you about future training courses. I understand that I have the right to refuse to provide this information and that this will not adversely affect me.
<input type="checkbox"/>	I also understand that I can change my mind about consenting at any time by emailing: shtac@southampton.ac.uk and that this will not adversely affect me.

### **Sharing your information**

To enable us to cater for any special requirements you may have during our training courses we would also like to share your data with the training course venue, the Best Western Chilworth Manor Hotel. We will supply them with any specific dietary or other requirements you declare to us. We will provide this information to the hotel in an anonymised format unless it is necessary to state your name.

Declaration – please tick the statement to consent	
<input type="checkbox"/>	I declare that I have read the above and I consent to my data being shared with the third parties named above for the reasons given. I also understand that I can change my mind about consenting at any time by emailing: shtac@soton.ac.uk and that this will not adversely affect me.

Print name	
Signed	
Date	

The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.