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| --- | --- |
| Training Course Title: | Choose an item. |
| Date of Course | Click or tap to enter a date. |

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| --- | --- | --- | --- |
| Candidate  information | | Booker Information  (if different from candidate) | |
| Title |  | **Title** | Click or tap here to enter text. |
| 1st Name | Click or tap here to enter text. | **1st name** | Click or tap here to enter text. |
| Middle name | Click or tap here to enter text. | **Surname** | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | **Organisation** | Click or tap here to enter text. |
| Date of Birth | Click or tap to enter a date. | **Job Title** | Click or tap here to enter text. |
| Gender | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | **Phone No** | Click or tap here to enter text. |
| Phone No | Click or tap here to enter text. | **Organisation** | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | **Address** | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. | **Post Code** | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |  |  |
| Job title | Click or tap here to enter text. |  |  |
| How did you find out about this course? | Click or tap here to enter text. |  |  |

Alcohol Focus Scotland (AFS) collects personal data from candidates for contractual purposes; for course registration, recording of qualifications and evaluation. Statistical analysis is carried out but the information used will be anonymised. We will only collect the relevant personal information necessary to provide the contracted service and will keep it no longer than is required.

AFS will share candidate's data with the relevant awarding body (City & Guilds or SQA, as appropriate to the qualification being undertaken) to enable the qualification to be awarded. In limited circumstances, AFS may need to collect "special category" personal data, for example, where special adjustments are requested by a candidate, or when an appeal or complaint is made. We will obtain explicit consent where this is necessary. AFS may share candidate's data if required as a result of a qualification enquiry by the regulator i.e. SQA. Personal information will not be shared with any third parties unless there is a legal obligation to disclose the information.

We may use your information to contact you in future to let you know about relevant upcoming training courses.

If you would also like to receive information about AFS’s other activities, please tick here to be added to our mailing list.

You may opt out of receiving these mailings at a later date, by contacting us at enquiries@alcohol-focus-scotland.org.uk