**Registration and Information for NCFE CACHE level 2 Certificate in Counselling Skills**

|  |  |
| --- | --- |
| Name: | Date of Birth: |
| Name you wish to appear on your certificate if different from first name: |  |
| **Personal** email: | Mobile: |
| Address (**must include postcode**): **Note if you change your address and do not notify Reflections of this immediately by email then Reflections cannot be held responsible should your certificate be posted to a previous address. The cost of this replacement would be yours.** |
| It would be helpful if you could identify any specific learning needs you may have: |
| The training room is on the first floor would this be accessible to you: **Yes / No** |
| Ethnicity: | Please highlight in yellow which venue and in blue a potential second preference if you have one:Jarrow; Great Park; West Denton; Sunderland; Wallsend; Zoom |

**Please note: General Data Protection Regulation (GDPR) 2018 now UK-GDPR 2021**

The Data Protection Act 2018 came into force on 25 May 2018 and incorporates this into UK law. ... This Act has been amended after Britain left the EU.

Your data needs to be safeguarded and Reflections will not knowingly share this information to external parties other than the information required in relation to the awarding body. There are eight principles of good information handling outlined in the act that state that data must be:

 Fairly and lawfully processed.

 Processed for limited purposes.

 Adequate, relevant and not excessive.

 Accurate.

 Not kept for longer than is necessary.

 Processed in line with your rights.

 Secure.