

CITB APPROVED TRAINING COURSE DELEGATE INFORMATION FORM

Training Provider Name:

Safety & Training Services Course Name _____

Course Date _____

Employer _____

Section A: Delegate Information (Please complete all fields in BLOCK CAPITALS)

Title (Mr/Miss/Mrs/Ms):

Date of Birth (DD/MM/YYYY):

Forename(s) (given name):

Surname (Family Name)

Home Address:

Postcode:

National Insurance Number:

Identification Type:

Driving License/Passport/CSCS Card/Other Last 4 digits Checked By Delegate Declaration: (Must be read and signed by the delegate)

Signing this form confirms that you have sat and completed the above course. Your certificate will be produced with the details provided on this form. If you wish to change your name, please enclose copies of your legal name change e.g. birth certificate, divorce certificate, deed poll name change certificate.

Please note: Failure to sign this declaration will result in your certification being delayed.

Signature:

By signing the above I agree that I agree to the CITB fair processing notice statement and that information can be shared with the CITB for the training register and Approved Training Organisation

Data Protection Statement:

The information you provide to Safety & Training Services ('ATO') will be used to administer the course(s) on which you enrol and undertake. Your Information will be provided to the Construction Industry Training Board ("CITB") by the ATO to enable the functions (and purposes incidental to those functions) as set out in the Industrial Training Act 1982. CITB's statutory functions include but are not limited to the maintenance of a record of your achievements on the CITB Construction Training Register ('CTR') (or such other recording system as CITB operate from time to time) following the successful completion of the Course(s).

* A significant advantage to you of the CTR is the ability to:

- Demonstrate to an employer or contractor that you hold required qualifications / achievements/training for a particular role;
- Allow the training you have completed to more easily transfer between employers, leading to less time off-the-job repeating training you have already undertaken; and
- Speed up the process of starting work as employers can easily see the training you have completed. Your Information will be held securely and treated confidentially and will not be disclosed to third parties other than as described above. To access Your Information on the CTR you will give a third party e.g. a prospective employer information that uniquely identifies you. This will restrict access to Your Information to only those people with a legitimate reason to access the CTR.

*For further information explaining your legal rights and how your information may be used by CITB and the ATO please view the CITB Privacy Notice online at www.citb.co.uk/privacy
Complaints and Appeals: