**Privacy notice**

ETUI respects your privacy.  We collect personal data from you only. This includes identity data (your full name, organisation/employer and address, experience related to the course, email address, billing address, phone number, nationality, languages spoken). These will be used solely for the education proposes that you have requested to enrol to with ETUI. Your personal data enable us to:

* Register you to our trainings.
* Proving information to the national or European contact person responsible for your organisation.
* Provide you a training in a language that you know.
* Book your accommodation.
* Issue your certificate after termination of the training/seminar.
* Request your feedback as a part of the evaluation process.
* Contact you in case of emergency during the training course.
* Contact you for future training.
* Financial data to manage payments and reimbursement.
* Aggregated datasuch as statistical or demographic data.

During the education activities, ETUI provides participants with access to its website which is password protected. Participants can retrieve training materials, audio-visual and material produced during the training, these should not be to be shared outside the training context.

The use of social media by participants is in their own personal capacity during the course. This should be done in a responsible manner, respecting privacy rights of other participants. ETUI is not responsible for that content.

ETUI complies with its obligations under the General Data Protection Regulation by keeping personal data up to date; by storing and destroying it securely in ETUI premised; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

ETUI, as a data controller is responsible under General Data Protection Regulation for obtaining your consent. By consenting to this privacy notice you are giving us permission to collect your personal data for the purpose identified above. ETUI does not transfer your data to any third parties and outside EU.

ETUI shares data with trainers, travel agency, third parties, etc. We may disclose information to government bodies and to the European Commission. We will never share data other than for the purpose for which it was provided to us and we do not sell data out.

You have the right to update your personal data at any time or to ask further information on how your data is used. Please contact [education@etui.org](mailto:education@etui.org)

**Name:**

[YES / NO]I provide my consent on (date) :

[YES / NO] I agree that my personal contact details will be shared with all participants and organisers of this training

[YES / NO] I agree that photos or videos are taken by ETUI staff during the training are shared with participants and tutors, for the purpose of the training.

ETUI is continuously working on our data privacy policies, to offer you the best protection.

**ETUI EDUCATION ENROLMENT FORM**  **PLEASE TYPE OR WRITE CLEARLY**

**Please return to ETUI**

**Elisa Santaniello at** [**esantaniello@etui.org**](mailto:esantaniello@etui.org) **and to Carine Boon** [**cboon@etui.org**](mailto:cboon@etui.org)

**by the 24th February 2020**

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| --- |
| Course: “Integration at workplace: Fighting racism and xenophobia at the workplace through integration and trade union actions”Date: 18-20 March 2020Venue: Brussels, Belgium Course reference: **1952-035** |

First name: (not just initials, please) Ms/Mr

Family name:

|  |
| --- |
| Organisation (in your own language) and in abbreviation:  Trade union function and current responsibilities:  Address (work):  **Billing address & email of the finance department (invoice for inscription fee):**  **It’s important to give us the correct address where to send the invoice to, this in order to avoid sending out reminders and paying penalties.** |

|  |
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| Telephone (work):  E-mail:  Organisation’s web site: |

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| **Accommodation**: **MAY WE ASK TO FILL OUT CORRECT DATES FOR YOUR ACCOMMODATION**.  Accommodation in single room will be booked from arrival 17 March to departure 20 March 2020. NOYES check-in date: check-out date:Dinner 17 March Yes NODinner 18 March Yes NODinner 19 March Yes NO |

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|  |
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| Affiliation: please indicate the National Confederation or European Industry Federation to which your organisation is affiliated |

Please indicate the languages participants can speak and those that can be understood.

|  |  |
| --- | --- |
| **Languages spoken/Mother tongue** | **Languages understood** |
| Please indicate your mother tongue and other languages you can speak | Please indicate what languages you can understand |

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| Area(s) of trade union activity: mandatory field |

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| --- |
| Experience related to the course theme: mandatory field |

Payment of registration:

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation/per participant/per working day. Participation fees vary depending on which group your country is from. Please see tables in the invitation letter.

Participation fees for this course are:

* For group I: 180€ (3days@60€)
* For group II: 72€ (3days@24€)
* For group III: 45€ (3 days@15€)

An invoice will be sent to the address (billing address) as mentioned in the enrolment form.

**Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.**  It is essential that you mention in your payment order the number of the invoice and customer reference number.

|  |  |
| --- | --- |
| Date | Signature |