|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | Technical Writing | **Date and Time** | 1-2 August 2019  Thursday - Friday  8:30 a.m. – 4:30 p.m. | |
| **Venue** | British Council, 7th Floor The Curve  32nd Street corner 3rd Avenue  Bonifacio Global City, Taguig City ([map](https://goo.gl/maps/kDRt8MBuZi62)) | | **Registration Fee** | **Php 11,500.00**  per participant |
| **Instruction** | Complete this form and submit by email to [pdc@britishcouncil.org.ph](mailto:pdc@britishcouncil.org.ph) by ***Thursday, 25 July 2019*** to confirm your slot. | | | |

**Participant Details**

|  |  |
| --- | --- |
| Full Name |  |
| Name of Organisation |  |
| Email Address |  |
| Mobile/Contact No. |  |
| Designation/Position |  |
| Do you have any special needs? |  |
| What types of technical documents do you write? | |
|  | |

**Preferred Payment Method (Please choose one)**

Bank Deposit – You may deposit your payment at any Banco de Oro Branch. You will need the following information in completing the Banco de Oro cash deposit slip:

*Account Name:* **Citibank FAO British Council**

*Account Number:* **1380194898**

*Account Type:* **Savings Account**

Banco de Oro may charge you ***Php 50.00*** as inter-branch deposit fee. Please ensure that we receive the exact course fee. Kindly request the teller to include your: 1) NAME, 2) COURSE, and 3) COURSE DATE on the bank deposit slip for it to appear when validated. Once the deposit is made, email copies of the: a) filled-out Registration Form and b) deposit slip to [britishcouncil@britishcouncil.org.ph](mailto:britishcouncil@britishcouncil.org.ph).

Invoice to Organisation – We will get in touch with you about this option within three working days. Email a copy of the filled-out Registration Form to [britishcouncil@britishcouncil.org.ph](mailto:britishcouncil@britishcouncil.org.ph).

**Privacy Notice**

Your personal information is being collected and used by the British Council. Our contact details are:

**Philippines Office:** **UK Office:**

British Council British Council

10th Floor, Taipan Place 10 Spring Gardens

F. Ortigas Jr. Road London Ortigas Centre

SW1A 2BN Pasig City 1605

Your personal details will only be used in line with British Council standards. The information that you provide on this form will be used for the purpose of processing your registration for our courses. The British Council will not sell or disclose your details to third parties for commercial or other reasons. The British Council will treat all personal details in accordance with UK and Philippine laws, and its own privacy policy.

**Consent**

***Collection and Storage of Data***

We are required by law to ask for your permission to collect your personal information as name, organisation, position or designation, email address and contact number. Paper and electronic copies of your information will be stored securely in a shared physical and electronic record management system by the British Council in the Philippines and accessed by its staff. For audit and management purposes, your information will be kept for up to seven years after the date of the completion of service delivery. Paper and electronic copies of your information will be securely destroyed after then.

For the purposes of the Philippine Data Protection Act, the British Council is the Personal Information Controller.

***Withholding consent***

We will not store your information after delivery of the course unless you provide your consent. We will not share your information with anyone else without your consent, unless required to do so by law. If you subsequently withdraw your consent, we will stop using your information and will securely destroy paper and electronic copies of your information that we have stored immediately.

***Communicating with the British Council about your personal information***

Under the Philippine Data Privacy Act 2012, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to the National Privacy Commission. You may contact our office in writing through email at [britishcouncil@britishcouncil.org.ph](mailto:britishcouncil@britishcouncil.org.ph) to withdraw your consent, ask for a copy of the information we hold on you or correct inaccuracies in the information previously provided.

For detailed information on our privacy policy, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy).

**Consent on Data Collection**

Yes - I give my consent to the British Council in the Philippines collecting and storing personal information about me.

No - I do not give my consent to the British Council in the Philippines collecting and storing personal information about me.

**Collection and Use of Audio-visual and Text materials**

The British Council would like to use your audio-visual materials (including any video, photographs, or audio), case study and/or comments for the purpose of promoting British Council activities. The following text explains how this material may be used, and asks for your permission to use your information in this way.

***How your information may be used***

Using your information for promotional purposes may include placing your material in our publications, on our websites and in other published materials. We may also pass your material to any of our overseas offices, media outlets, or to trusted third parties, such as delivery partners, for these purposes.

As the British Council is an international organisation, promoting British Council activities may involve the global distribution of our publications and promotional materials as well as placing your material on our websites that are accessible worldwide.

The British Council may edit this content for operational and editorial reasons. This will not be to the detriment of your character or reputation.

I hereby:

a) agree to the British Council photographing and/or recording me and give permission to the British Council to use any material in the photographs and/or recordings where the copyright or any other rights are owned by me;

b) confirm that the British Council shall be entitled to use, free of charge, the photographs and/or recordings made of me (without having to identify me by name), in their original format or edited, adapted or altered, for the purposes of the British Council’s internal and external promotional and publicity materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by or on behalf of the British Council; and

c) agree that the British Council shall be entitled to pass the photographs and/or recordings of me, and my name, to external press and media agencies, publishers and broadcasters, and to partners and other third parties with which the British Council works, anywhere in the world, for the purposes set out in this form.

By indicating your consent below you agree that we may use your materials for the stated purposes, and consent to any global transfer and distribution that may involve.

Yes – I have read the above and I give my consent to the British Council in the Philippines collecting, storing and using my information as stated.

No - I have read the above and I do not give my consent to the British Council in the Philippines collecting, storing and using my information as stated.

**Refund, Cancellation and Transfer Policy**

By submitting this form, you agree on the following terms and conditions relating to your registration.

***Cancellation and Refund***

Participants who decide to cancel their registration for a public training course will receive a refund of the course fee based on the following table.

At least 5 weeks before the start of the course - 75% of the course fee may be refunded

At least 3 weeks before the start of the course - 50% of the course fee may be refunded

Within 3 weeks before the start of the course - No refund will be made

Participants will be asked to return their original receipt along with a completed Request for Refund form to the British Council. The date when the British Council received the request form and receipt shall be the basis for the computation of the refund.

Participants who decide to cancel their registration within the 3-week period prior to the start of the course will not receive any refund unless they can prove that their ability to participate in the course has been affected by an illness or serious cause. Serious causes include:

* Hospitalisation or serious injury. It does not include minor illnesses such as a mild cold or cough.
* Loss of a direct family member
* Hardship or trauma - victim of crime, traffic accident or environmental disaster
* National service

For refund requests within the 21-day period, please complete and submit a Request for Refund Form along with the supporting evidence. We should receive your documents before the course begins. A full refund may be provided.

No refund will be provided once the course has commenced. All requests are subject to the approval of the British Council lead for training.

In case the British Council cancels the course before it commences, the participant will be provided 100% refund. In instances that the course start date is moved to a later date, the participant may, upon request, be provided a 100% refund.

Refunds are processed within three (3) weeks from the request date and a check will be provided in the name of the participant.

***Transfer***

A participant may opt to transfer to a similar course at a later date provided that a written request is submitted at least three (3) weeks before the start of the original course the participant signed up for.

     

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name Date