

Cygnet Group Enrolment Form

Childs name		Date of Birth	
School			

(Please tick)

My child has an officially recognised diagnosis of Autism/ASD	Yes		No		Date of Diagnosis	
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Parent/Carer Information

Name (1) First name		Surname		Relationship to Child	
Address				Postcode	
Email					
Telephone No. Home		Work		Mobile	

Name (2) First name		Surname		Relationship to Child	
Address				Postcode	
Email					
Telephone No. Home		Work		Mobile	

Referrer (if not Parent/Carer) Name		Profession	
Telephone No.		Date	

Additional Information (please tick)

Do you have additional needs (please ensure you make the trainer aware of these prior to the first session)	Yes		No	
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I confirm that (for eligibility to join the course) (please tick)

I am a Swindon resident	Yes		No		My child is aged 5 – 18 yrs.	Yes		No	
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Privacy Notice Declaration

I am the Parent/Carer and I have read and understood the attached Privacy Notice			
Signed (Parent/Carer)		Date	
Signed (worker if applicable)		Date	

Please return the completed form to:

Educational Psychology – Cygnet
4th Floor
Wat Tyler West
Swindon
SN1 2JG

Tel: 01793 466549 / 01793 463075

Or email: enquiries@swindon.gov.uk

Important

If this enrolment form is being completed by a professional on behalf of parents or carers please ensure that the **professional** has obtained **signed consent** from the parents/ carers.

Thank you

Cygnets Course Enrolment Form

The Cygnets course is an 8 week course and relies on a mailing/waiting list to invite applicants to the course

As part of the registration process, Swindon Borough Council collects and processes personal data relating to all those who apply to attend the Cygnets Course. The Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What is a privacy notice?

A 'privacy notice' is a statement issued by an organisation which explains how personal and confidential data about individuals is collected, used and shared.

Who is collecting and using your Personal Data

Swindon Borough Council will act as a "Data Controller" for any personal data that you provide to us. We will ensure that the data given to us is processed in line with our Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations. (GDPR)

To find out more about Swindon Borough Council's data protection policies please contact our Data Protection Officer. dataprotection@swindon.gov.uk or in writing to Data Protection Officer, Civic Offices, Euclid Street,

Your Personal Data – What is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

What personal data do we collect?

Swindon Borough Council collects a range of personal data about you when you apply for a Cygnets course. This includes:

- Your name and contact details
- Your child's name, date of birth and school
- Who referred your child to Cygnets
- Whether you are a parent, carer or professional

Why does Swindon Borough Council process personal data?

We collect the above data so that it can invite you to the Cygnets Course and check you meet the criteria to attend a Cygnets Course.

Where does Swindon Borough Council keep your personal data?

We will securely store your personal data within our IT network. Any paper-based documentation will be destroyed after the event and when details have been processed.

How long does Swindon Borough Council keep personal data?

We will keep your data for up to **2** years after you attend a Cygnet Course, or until you ask us to delete it.

Who has access to data?

The Educational Psychology team who run the Cygnet Course has access to the data and will not share your data with third parties.

How does Swindon Borough Council protect personal data?

We take the security of your personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Your rights

You have a number of rights. You can:

- access and obtain a copy of your data on request (Subject Access Request)
- require the council to change incorrect or incomplete data
- require the council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, contact the council's Data Protection Officer at dataprotection@swindon.gov.uk.

If you believe that the council has not complied with your data protection rights, you can complain to [the Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Swindon Borough Council. However, if you do not provide the data, we will not be able to invite you to the Cygnet Course.

Please see the SBC Children, Families and Community Health Privacy Notice for further information as required, following the link below:

https://www.swindon.gov.uk/directory_record/23131/children_families_and_community_health_services_privacy_notice