

# ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD

***“The voice of the ornamental fish industry”***

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**Data protection GDPR for City & Guilds accredited training**

The use of your data is necessary to enable the completion of the training and subsequent issue of a City and Guilds Certificate.

Please provide the following:

1. Your Name:
2. Your Date of Birth:
3. Your Gender:
4. Your Contact details:

 Address:

 Phone Number:

 Email Address:

 Skype Address:

1. Your access requirements (if any):
2. A passport style photo to be sent to the OATA office which will be used to confirm the identity of the student via the verbal Skype assessment. The Skype assessment will be recorded for verification purposes in case of any dispute.

All data will be kept on standalone media for 3 years, after which time it will be deleted.

Your contact details will be used in the accounts to produce a receipt for the purchase of the training, and also to enable the pass certificate to be despatched to you at the correct address when completed.

To enable certification of candidates with City and Guilds, candidate’s personal data (i.e. name, date of birth, gender) will be passed to them using their secured system (Walled Garden). This is required to enable the certificate number to be issued.

We require your consent to the above before we can proceed with the training. **Please sign and return this form to the OATA Office, before placing and an order for the training**.

I agree to supply the above details to enable me to complete the training.

Signature…………………………………………………….

Candidate Name……………………………………………………………………….

Date…………………………….…