



The Social and Health Education Project

Parents/Guardians/Family Members of Children with Autism Facilitated Support Sessions – Autumn 2024

(SHEP Reference: CN003905)

APPLICATION FORM

Applicant's Name: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

E-mail Address: _____

Contact details: (name and number of whom to contact in case of an emergency)

I wish to apply for the Parents/Guardians/Family Members of Children with Autism Facilitated Support Sessions, which will start on Friday 20th September 2024 at 10 am until 11.30 am and finish on Friday 29th November. There will be 10 weekly sessions Online via Zoom.

My child (children) has already been assessed

OR

My child (children) is waiting for an assessment

Cost:

€50 for 10 weeks which will be payable when you receive confirmation that the group is going ahead. You will be advised of the methods of payment at that point.

(There may be a waiver for anyone experiencing financial hardship. If you feel that you need a waiver, please contact Jessie on 089-6100906.)

SHEP Data Protection Statement

How will SHEP use Personal Data of course participants?

SHEP asks only for the minimum information from course applicants, just enough to process applications and course participations. You have rights in relation to your own personal information used by SHEP, including the right to object to processing and the right of access to your own personal information. We genuinely encourage you, if you have any queries or concerns about how your personal data will be used or stored, to talk with SHEP training staff on 021 4666180 or email us at info@socialandhealth.com. SHEP's purposes for gathering information are:

- To contact you about your application.
- To follow up with you after the application is received and administer your application as required.
- To manage course processes (including commencement, completion, progressions, course payments where relevant, course evaluations, project statistical reporting).
- To maintain your participant training record (including personal & course details)
- To share information with course facilitators, organisations involved collaboratively in courses, or where there is a fee funding support being sought. Only necessary information is shared and SHEP will be transparent with you.
- Where information is to be disclosed beyond the purposes above, specific additional consent will be sought from you.

Participant information is stored on a secure, protected, cloud based and in-house specialised training and education database. Hard copy information is stored in secured cabinets. Information is only accessed for the above purposes and only accessed by authorised SHEP training, administration and accounts staff.

As an applicant for one of SHEP's courses, we ask that you read and understand the above data protection statement and application form carefully. On this application form we need your signature to:

1. Confirm that you have read, understood and give consent to how SHEP will store, use and access the personal information you provide.
2. Indicate if you wish to be joined onto our 'Mailing List' to receive information about Project news and future programmes you may have interest in.

We are committed to ensuring that any information we collect is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Acts 1988 to 2018. SHEP's detailed Data Protection Policy and time scales for retention of information is available at www.socialandhealth.com.

Please Confirm

I understand and give my consent to how SHEP will use my personal data as outlined above.

I wish to receive further correspondence to do with this application by:

- By Email Please tick appropriate box
- By Post

SHEP Mailing list

- Please indicate if you wish to join SHEP's 'Mailing List' to receive information about Project news and future programmes you may have interest in. You can 'Unsubscribe' from the SHEP Mailing List at any time in the future.

I understand that places will be allocated based on **order of application** and that I will receive confirmation of a place offer.

Signature: _____

Date: _____

Please return this form preferably online to info@socialandhealth.com putting 'Parents Support Sessions Application Form' in the subject line.

Alternatively, you can post to:

The Social and Health Education Project,

The Old Primary School, Ardfoy Avenue, Ballintemple, Cork. T12 XDH2.

For assistance to complete this form and/or further information phone: (021) 466 6180

Closing date for application: Monday 20th May 2024