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**HARTLEBURY CASTLE ADULT LEARNING BOOKING FORM**

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| Course: | Royal Horticultural Society Level 2 Theory of Garden Planning, Establishment and Maintenance |
| Date of booking: |  |

**Contact details**

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| --- | --- |
| Name: |  |
| Contact email: |  |
| Contact number: |  |
| Address: |  |
| Emergency contact name and number: |  |

**Additional support**

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| Do you have any accessibility requirements?  If yes, please provide details. |  |

**Deposit**

A £100 deposit is required to secure a place on the course.

Payable by cheque, card, or cash in person, or over the phone by payment card.

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| Date of deposit: |  |
| Amount owing -  To be paid 2 weeks before the start of the course. | (10/09/2018) |

Where did you hear about the course?

Do you have any previous horticultural qualifications?

Please direct any questions to Penelope Thomas – email [activities@hartleburycastle.com](mailto:activities@hartleburycastle.com) or call 01299 250 797.

**Data protection**

Hartlebury Castle Preservation Trust is committed to using your information fairly and lawfully, ensuring transparency and respect for the rights of the individual. This data is collected for the administration and delivery of the adult course and will be accessed by Hartlebury Castle Preservation Trust and associated tutors. Your data will be stored securely for the duration of your studies and disposed of securely after it is no longer necessary.

If you have any queries about how the Trust treats your data, please contact us at [admin@hartleburycastle.com](mailto:admin@hartleburycastle.com). The Information Commissioners Office (ICO) is the supervisory body responsible for protecting individual’s access to information and further information can be found on their website at <http://ico.org.uk>