



# Enrolment Autumn 2021

Course:

Tuesdays 13:30 -15:00

Wednesdays 10:00 - 11:30

Please tick here if you will be using your own laptop

My name:

Tel:

E-mail:

Our IT Group will hold this data about you for a maximum of 12 months after you have last attended classes for the sole purpose of keeping you informed about our provision.

Tick this box if you agree to this:

My date(s) for anti-Covid vaccinations were:  and

See our IT Group's *Policies* section of our community website's Local Groups section for our latest data protection policy.

Our community website is : [www.clarborough-welham.org.uk](http://www.clarborough-welham.org.uk)

How did you find out about our Group (please tick one or more of the following boxes)?

Word-of-mouth  Community Newsletter  'Life' magazines  Poster  Website  Other



Please retain this lower portion

Our community website ([www.clarborough-welham.org.uk](http://www.clarborough-welham.org.uk)) has our IT Group within its **Local Groups** section and is used to post urgent updates such as those required during spells of bad weather, etc. Our website also contains a lot of useful information and links to useful (and free) online resources, so please do check it out at regular intervals. Our agreed calendar of classes is also posted there.

Classes are held at Clarborough Village Hall (post code DN22 9LN), a single-storey, building with modern facilities, just off Main Street, Clarborough opposite the Kings Arms public house. The building is mobility-friendly, has ample car parking to the rear and easy public transport access (bus stops near and opposite the driveway entrance).

IT Group classes sometimes split into small sub-groups but all use supportive, padded, seating with laptops supported on firm tables at a comfortable height. We encourage members to bring their own laptops but have a complement of Windows 10 laptops for members without their own. We have a monochrome laser printer and a scanner plus a projector for demonstration purposes plus free WiFi. Our laptops are equipped with a full suite of open-source software which is both free to download (legally!) and also compatible with both Microsoft and Apple Mac desktops. We recommend and assist members to add these applications to their own laptops.

IT Group classes are organised in 5-week blocks avoiding school holidays. Fees are £25.00 per 5-week block.

Our IT Group has a Data Protection policy to safeguard your personal data collected via this Enrolment Form which complies with the **Data Protection Regulation Act 2018**.

Please visit our website (above) to view our Policy document and also to download the Data Request Form should you wish to check the data we hold (admin.fee applies). **Security, overleaf, is a condition of class membership.**

Please make cheques payable to **Clarborough & Welham IT Group**.

Thank you for your support.

Course:

Tuesday 13:30 -15:00  Own laptop

Wednesday 10:00 - 11:30

**Greg Herdman**  
Chairman

c/o 43, St.Johns Drive  
Clarborough

Retford DN22 9NN

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[clarboroughwelham@gmail.com](mailto:clarboroughwelham@gmail.com)

## Clarborough & Welham IT Group

### Security

**Our community website ([www.clarborough-welham.org.uk](http://www.clarborough-welham.org.uk)) has an IT Group section within the *Local Groups* section from the homepage menu. Our policy documents can be viewed from within this *IT Group* sub-section.**

You agree to follow the ***Class Member Agreement*** contained within the above website section – copies are available by request. This agreement addresses both your own personal health and safety and also that of any hardware that you use or bring to the Group's classes.

You should also take time to read through the other Policy Documents contained in the above website pages. These include:

- IT Group Class Member's Agreement
- Data Protection Policy
- Equal Opportunities Policy
- Smoking Policy

This page also has details of the Group's Health & Safety policy and insurance.

## Clarborough & Welham IT Group

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