# REGISTRATION FORM

# DETERRENCE COFERENCE

**Defence Academy of the UK, Tuesday 21 - Thursday 23 May 2019**

Please complete this form fully and email to arrive no later than **30 April 2019**:

* E-mail: DEFAC-JSCSC-DAConference@da.mod.uk

If any of your details change after you have submitted the form, please provide updates via the e-mail address above.

Please ensure that you carefully read the Privacy Notice at the end of this form and provide consent where appropriate.

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| **PERSONAL DETAILS** |
| Title /Rank: | First Name(s): | Preferred Name: | Surname: |
| Service or Staff Number (if appropriate): | Decorations / Post Nominals: (Not Campaign Medals) | Nationality: | Organisation: |
| Gender: | Dietary Restrictions, e.g. vegetarian, vegan, food allergies: |
| Arrival Date:  | Departure Date: |
| **ACCOMMODATION** |
| Please tick one of the following boxes to indicate whether you require a room in the Officers Mess. Accommodation required for night of Tuesday 21 May 2019 Yes [ ]  No [ ] Accommodation Required for night of Wednesday 22 May 2019 Yes [ ]  No [ ] **Please state any further accommodation requests (these cannot be guaranteed until confirmed):** |
| **ATTENDANCE AT CONFERENCE RECEPTION AND FORMAL DINNER**Attending the Conference Reception on Tuesday 21 May, 1830 – 2030 Yes [ ]  No [ ] Attending the Formal Dinner on Wednesday 22 May, 1900 – 2300 Yes [ ]  No [ ]  |

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| **CONTACT DETAILS** |
| Please provide an address, phone number and email where we can contact you prior to your arrival

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| Appointment title: |  |
| Work Telephone Number:  |  |
| Work Address: |  |
| Work Email:  |  |

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| **Comments:**If there is any other information you would like to give us please use this space to do so: |
| **PRIVACY STATEMENT** |
| **How we use your personal information**The following is to explain your rights and to give you information you are entitled to under the Data Protection Act 2018. Please note this refers to your personal data (your name, address and anything that could be used to identify you personally).**The identity and contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer** The Ministry of Defence is the Data Controller. The contact detail is MOD Main Building, Whitehall, London SW1A 2HBThe Data Protection Officer is Mr. Martin Elliot and he can be contacted at:MOD Data Protection Officer Ground floor, Zone D Main Building Whitehall London SW1A 2HBEmail address: cio-dpa@mod.gov.uk**Why are we collecting or processing your data?** Your personal information is being collected and processed for:* Conference applications
* Station welfare, messing and accommodation
* Site security and access
* Conference attendance records

Your personal information will not be used for any automated decision making.**Our lawful basis for processing your personal data**The Data Protection Act 2018 states that, as a government department, the MOD may process personal data as necessary for the effective performance of a public task.**With whom we will be sharing your personal data**The information we collect from you may be shared with other MOD departments and other attendees at the conference only. **How long we will keep your personal information**Your personal information will be stored in a secure government IT system and destroyed securely when it is no longer required. * We will keep the information you provide on this form for the duration of the conference and any follow-up activity
* Information generated during your conference attendance will be retained for no longer than 1 year.

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| **Other uses of your information** |
| We would like to use some of the information you have supplied on this form for the additional purposes below. As these are not directly related to your Conference application or administration **we require your consent to do so**. You don’t have to give consent if you don’t wish to and can withdraw consent at any time.1. **Generate an event attendance list and/or a conference contacts list to be shared with other attendees at the event**
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| **I consent** for you to use my personal information on the conference attendance list [ ] **I consent** for my contact information to be retained and contact to be made by:**Email** 🞎 **Telephone** 🞎 **Post** 🞎 |

**Your rights**Under Data Protection legislation you have the following individual rights with regards to your personal data:* The right to be informed about the collection and use of your personal data
* The right of access to your personal data and supplementary information
* The right to have inaccurate personal data rectified, or completed if it is incomplete
* The right to restrict processing in certain circumstances
* The right to object to processing in certain circumstances
* Rights in relation to automated decision making and profiling
* Right to complain to the Information Commissioner

Further information can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>**How to complain if you are not happy****If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:**MOD Information Rights Team Ground floor, zone D Main Building Whitehall London SW1A 2HB **Email:** cio-dpa@mod.uk**We will acknowledge your complaint within 5 working days and send you a full response within 20 working days. If we can’t respond fully in this time, we will write and let you know why and tell you when you should get a full response.****If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):****Information Commissioner’s Office****Wycliffe House****Water Lane****Wilmslow****Cheshire****SK9 5AF****Tel: 0303 123 1113****Email:** casework@ico.org.uk<https://ico.org.uk/global/contact-us/> |