



## Data Protection & Confidentiality Agreement Form Anamcara Apprenticeship Programme

*Before completing your on-line application to the Sacred Art of Living Centre, please sign and return to **Education & Research Centre, Our Lady's Hospice & Care Services***

Name (print name)	
Programme	Anamcara Apprenticeship 2016

I, the above named, acknowledge and consent to the above conditions of my participation in the Anamcara Programme.

### 1. Data Protection

Your Anamcara application is submitted directly by you to the Sacred Art of Living Centre (**SALC**), based in the USA. Your personal data will be collected and processed by SALC in the context of your Anamcara application, registration and participation in the programme.

If you are accepted onto the programme SALC will send your name to Our Lady's Hospice & Care Services (**OLH&CS**).

OLH&CS will retain your name and contact details (which you have previously submitted) in the context of supporting your participation in the Anamcara programme. Your personal data held by OLH&CS will not be shared with SALC or any other third party.

### 2. Confidentiality

The Anamcara Programme involves work in small groups. What is disclosed within the group remains confidential, unless there are serious concerns about safety for the members of the group or for others outside of the group. By signing below you confirm your awareness that confidentiality may be broken if a risk of harm is disclosed. This includes if a child is or is at risk of being neglected or physically, emotionally or sexually abused or if a member of the group is at risk of harming themselves or somebody else.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

# PAYMENT FORM

## ANAMCARA APPRENTICESHIP TRAINING PROGRAMME

Full Name:	
Address:	
Preferred Tel.	Alternate Tel :
Email (print clearly) :	
Special requirements (i.e. diet, facilities, etc.)	

Fee for Year One : €930 (€30 received with Expression of Interest form).

Payment schedule (tick one)	Fee	Payment to be received by
<input type="checkbox"/> <b>A</b>	€900.00	Full payment to be received by 25 August 2016
<input type="checkbox"/> <b>B</b>	€450.00	1 <sup>st</sup> Payment to be received by 25 August 2016
	€450.00	2 <sup>nd</sup> Payment to be received by 01 Feb 2017
<input type="checkbox"/> <b>C</b>	€960.00	Monthly Standing Order Payments x 8 of €120 pm commencing 25 August finishing 25 March 2017 Complete Standing Order Mandate

If paying in two or more instalments, payments must reach us by the dates outlined above.

**PAYMENT METHOD** (tick one)

**A. By cheque / postal order** I enclose € \_\_\_\_\_

**B. By invoice to the following organisation for amount** € \_\_\_\_\_  
If you are being sponsored by your organisation.

Contact Name:

Organisation:

Organisation Address:

Telephone:

Email:

**C. By Electronic Fund Transfer (EFT)** € \_\_\_\_\_

To facilitate identification of payments, please inform us if you will be paying by EFT & **quote your name on the transfer request.**  
**See our bank details below for EFT and Standing Order payments.**

Our Lady's Hospice, Education & Research Account

Sort Code: 90-02-52 IBAN: IE59 BOFI 9002 5282 2377 48 BIC: BOFIE2D

**D. By PayPal / Credit Card** – email [education@olh.ie](mailto:education@olh.ie) with request to make card payment  
A PayPal Invoice will be email to you to make payment within 3 working days.  
Please return this Payment Form to us by i) post, ii) photo or scan & email or iii) fax to complete the payment.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Return payment correspondence to**

Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross, Dublin 6w

T +353 1 4068 806 / 810 F + 353 1 4068 856 E [education@olh.ie](mailto:education@olh.ie) W [www.olh.ie](http://www.olh.ie)

## Standing Order Mandate

Forward to your bank or refer to when setting up on-line standing order.  
Do not return this form to Our Lady's Hospice & Care Services

<b>Name of Bank:</b>	
<b>Address of Bank:</b>	
<b>Sort Code:</b>	<b>Account Number:</b>
<b>Name of Account Holder:</b>	
<b>Address of Account Holder:</b>	
<b>Please Debit €120.00 per month for 8 months</b>	
<b>Starting on 25 August 2016</b>	<b>Finishing on 25 March 2017</b>
<b>Payment Reference: AC</b> (your full name)	
<b>Signed:</b>	
<b>For Bank Use Only</b> Please credit payments to:  <b>Our Lady's Hospice, Education &amp; Research Account</b>  <b>IBAN:</b> IE59 BOFI 9002 5282 2377 48 <b>BIC:</b> BOFIE2D <b>Sort Code:</b> 90-02-52	