**Please return to: Computer Course Coordinator, Age Exchange, 11 Blackheath Village, London SE3 9LA or** **hello@age-exchange.org.uk**

*We use standard PCs with Microsoft Windows 10 and Microsoft Office 2010. Apple Mac users should discuss implications before enrolling on any courses.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Address** |  |
| **Name** |  |  |
| **Phone Number** |  |  |
| **Email** |  |  |
| **Are you an Age Exchange Volunteer?  Yes  No** |
| **Computer Access** |
| **Do you have access to a Windows computer for practice?**  **Yes**  **No** |
| **Do you use any of the following mobile devices?**LaptopiPad or TabletSmart phone |
| **Computer Experience** |
| **Do you have any computing experience?  Yes  No** |
| **If YES, do you know how to *(please check all that apply):*** Switch on a computer  Save and print a document  Use a search engine Switch off a computer safely  Open and close a document  Send and receive emails Use a keyboard  Use an Internet browser  Reply to emails Use a mouse  Use a web address  Forward emails Type a document  Navigate a website  |
| **Computer Course** |
| **Which course would you like to take?** |
| **Are there any weekdays, am or pm, on which you are unable attend a course?** |
| **Where did you hear about Age Exchange computer courses?** |
| **What information would you like to receive?** (*Please tick all that apply)* |
| **Future classes/events (occasional)** **Age Exchange updates (monthly)** **Fundraising efforts (occasional)** **Friends of Age Exchange (monthly)**  |
| **Communication Preferences** (*Please tick all that apply)* |
|  **Yes No****I would like to hear from you by post** **I would like to hear from you by email** **I would like to hear from you by text** **I would like to hear from you by phone**  |

**Thank you for your interest. We will contact you shortly to discuss your application**

You have consented for Age Exchange to use the information you have supplied to communicate with you about our activities, in line with the EU General Data Protection Regulation (GDPR). Information will be held by Age Exchange, unless you request your data to be deleted. We will not pass your details on to any other organization without your consent or unless required by law. You have the right to lodge a complaint with the ICO and to withdraw consent to the processing of personal data. Please direct questions to the Chief Executive at hello@age-exchange.org.uk. *Age Exchange (a company limited by guarantee) Registered in England No. 1929724. Registered Charity No. 326899*