

## PACE CUSTOMER REGISTRATION FORM

<b>Name</b>			
<b>Home Address</b>			
<b>Post Code</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>E mail</b>			
<b>Date of birth</b>			
<b>Job Title</b>		<b>Company Name</b>	
<b>Gender</b>	Male		Female
	Described in another way		Prefer not to say
<b>Do you consider yourself to have a disability?</b>	Yes		No
	Prefer not to say		
<b>If "Yes" please give more information</b>			

### Ethnic Origin:

White - Scottish		White - Other British		White - Irish		White - Other	
White - Polish		White - Gypsy / Traveller		African - African / Scottish / British		African - Other	
Caribbean or Black - Caribbean / British / Scottish		Caribbean or Black -Other		Asian - Chinese / British / Scottish		Asian - Indian / British / Scottish	
Asian - Pakistani / British / Scottish		Asian - Bangladeshi / British / Scottish		Asian - Other		Other - Arab	
Mixed or Multiple ethic group		Other - Other		Prefer not to say			

### Data Protection Statement:

PACE is The Scottish Government's strategic framework for the provision of redundancy support services to individuals and employers affected by redundancy.

Information is requested from people who access PACE services in order to:

- Monitor, audit and evaluate the effectiveness of PACE. This allows us to check, for example, the impact of equal opportunity policies and in doing so improve the service.
- Inform PACE customers about products and services from PACE partners which may be of benefit to them. For example, new programmes to help customers into employment.

In signing this form, I understand that a requirement of PACE is for the information concerning me, in connection with the PACE redundancy support services which are provided to me, to be passed to public bodies (including but not limited to The Scottish Government, Skills Development Scotland, Jobcentre Plus and private sector bodies contracted to the above organisations) for the purpose of: Monitoring, auditing and evaluation of the programme of support in accordance with the General Data Protection Regulation 2016.

**If you wish to receive further information about products and services from PACE partners, please tick this box.**

If you wish to know more about how we handle personal information as an organisation, please visit our privacy policy hub at [www.skillsdevelopmentscotland.co.uk/about/policies/privacy](http://www.skillsdevelopmentscotland.co.uk/about/policies/privacy) and find the individual notice for PACE included in the A-Z list at the top of the page. Alternatively, you can ask your SDS contact to provide you with a copy through email, or in hard copy.

You can contact our Data Protection Officer at [DPO@sds.co.uk](mailto:DPO@sds.co.uk) if you require any further clarity, or if you wish to enact one of your rights under the new Data Protection laws – such as asking for some of your personal data to be updated, or deleted completely.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**What support would you like to receive from PACE?**

**All services are free and confidential.** These services are available as detailed below a. There can be a mixture of one-to-one, group, telephone and online support.

**Please tick all that apply.**

**I would like to attend the following workshop(s):**

Positive Steps to Your Future: Career Management and Job Search

Get Noticed: CVs, Application Forms and Covering letters

First Impressions Count: Interview Skills

**I would like to attend a one to one confidential meeting with a professionally qualified Careers Adviser** to discuss my career options, including education and employment. There is also help to identify training opportunities and funding support.

**I would like support and advice on the following:**

Understanding the redundancy process, as well as my rights and entitlements

Checking what benefits I may be entitled to

Reviewing my tax calculations

Looking for jobs/vacancy services

Starting up a business

Making the most of my money

Get help with reading, writing and numbers

Cope with redundancy-related stress

Pension advice

**I require information not listed above**

**Please specify:**

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