

# Improvement Project Workshop: *Attendance Sheet*

**Workshop Title:**

**Location:**

**Date:**

**Time:**

**to**

**Facilitator's Name:**

**Signature:**

**Facilitator's Organisation:**

The information you provide will be used by the CITB to process training grant claims and purposes connected with their role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which may include sharing your information on a construction training register as well as with employers, awarding organisations or training providers.

For information explaining your legal rights and how they use your information, please view their Privacy Notice online at [www.citb.co.uk/privacy](http://www.citb.co.uk/privacy)

**First Name**

**Last Name**

**Company**

**Email  
Address**

**Signature**



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