

Post to: I-CAR New Zealand, PO Box 201 114, Auckland Airport, Auckland 2150 or **Email to:** admin@i-car.co.nz

Participant Information:

Participant Full Name: _____

Personal Email Address: _____

Personal Mobile Phone: _____

Company Name: _____

Company Street Address: _____

Company Postal Address (if different from above): _____

Company Email Address: _____

Company Phone: _____

Is English your first language? ☐ Yes ☐ No If no, what is? _____

Privacy Policy:

I have read and understood the contents of I-CAR NZ's privacy policy, and agree to be bound by its terms including, without limitation, those terms relating to I-CAR NZ's use and disclosure of my personal information.

Participant Signature: _____

Hold Harmless Agreement:

The undersigned participant is enrolled in an I-CAR Hands-On Skills Development course which is conducted by the Inter-Industry Conference on Auto Collision Repair (I-CAR). This programme offers an opportunity to demonstrate different skills under controlled conditions.

Because I-CAR is a not-for-profit organisation, the participant understands that it is important for I-CAR to limit its potential legal liability for events over which it has no control.

The participant hereby agrees to hold I-CAR and its trustees, instructors and employees harmless against all claims and losses that may arise from the participant's acts or omissions in performing these skills and related tasks.

By filling out this form, the participant understands that I-CAR NZ maintains records which may be released to industry-related parties upon reasonable request.

Participant Signature: _____ Date: _____

Requirements:

Please read the 'Requirements' document, this overviews what is provided and what you are required to bring for the course.

Overview

1. **General:** I-CAR New Zealand Trust (**we/us/our**) acknowledges and respects the privacy of individuals. This policy sets out the way in which we collect, use, disclose, manage and protect your personal information. It is not intended to limit or exclude your rights under the Privacy Act 2020.
2. **Subject to change:** This policy is subject to change. Any changes will be effective when a notice of the change is posted on our website www.i-car.co.nz. Please check this policy periodically so that you are aware of any changes.
3. **Acceptance:** By using our services, our website and/or providing your personal information to us, you are consenting to the collection, use and disclosure of that information as set out in this policy (as amended from time to time).

What information do we collect and hold

4. **Collection of information:** We may collect and hold personal information about you through your use of our services and our website and through your registration with us (if applicable). Examples of information we may collect and hold, includes (without limitation):
 - your name, address, telephone, email address: and
 - if you have attended or booked one of our courses, any information relating to your attendance or booking, including (without limitation), the date of the course, the result of your test paper score and the expiry date of your course certification (if applicable).

This information is usually collected directly from you, but it may be provided by other parties and/or generated by your use of our services and/or our website (such as through 'cookies' which are data stored on your computer's hard drive when you use our website, or through other similar software technology).

You may choose not to provide any personal information to us, however, as a result we may not be able to provide certain services to you.

How do we use and disclose information

5. **Use of information:** The primary reason for collecting personal information about you is to assist us to provide our services and our website to you, to help us analyse the use of our services and our website, to enable us to contact you in relation to our services or our website, and to fulfill our legal obligations (if applicable). We will only collect information from you which is necessary for these purposes.
6. **Disclosure of information:** The intended recipients of any personal information we collect or hold about you, are us, our related entities, and our employees, agents and contractors (as necessary). However, we may also disclose your personal information to third parties where:
 - we are required or authorised by law to disclose such information: or
 - you have booked or attended one of our courses and that third party has paid for your course. The type of information we may provide to such third party is any information relating to your booking or attendance, including (without limitation), the date of the course, the result of your test paper score and the expiry date of your course certification (if applicable).

Access to and correction of personal information

7. **Accuracy:** We will take reasonable steps to ensure that the personal information we collect is accurate, complete and up-to date.
8. **Access and correction:** You can access and request correction of your personal information at any time. You may also request that we delete your personal information at any time. Any such requests should be made by contacting us (see below for details). Please note that there are some exceptions to your right to gain access to your information, including (without limitation) where:
 - providing access would have an unreasonable impact upon the privacy of other individuals;
 - the request for access is frivolous or vexatious;
 - the information relates to existing or anticipated legal proceedings between you and us, and the information would not be accessible by the process of discovery in those proceedings; or
 - providing access would be unlawful.

Protection of personal information

9. **Protection of personal information:** We will take reasonable measures to protect all personal information stored within our database. However, the transmission of information using the Internet is not completely secure. Accordingly, we cannot guarantee the security of data transmitted to our site and any transmission is at your own risk. You agree to keep your username and password details secure (if applicable).
10. **Other sites:** We may provide links on our website to other sites. If you use these links, you will leave our website, and we will not be responsible for the content of such sites or their usage of your personal information. We recommend that you check the privacy policies of such sites before providing any personal information.

Contact us

11. **Further information:** Please contact us if you:
 - wish to discuss any privacy issues; or
 - have any concerns regarding your personal information.

Our contact details are listed in the 'Contact' section of our website www.i-car.co.nz.

Thank you for your interest in participating in the I-CAR Apprentice Block Sand and Fill a Repair, Strip and Fit Hands-On Skills Development Course (APPSFSF). Taking this action is a meaningful step in your professional growth in the collision repair industry.

Each participant must:

- Comply with all WorkSafe personal safety requirements for working on vehicles and workshop safety
- Wear a long sleeve shirt / overalls / work uniform
- Wear leather or safety shoes
- Wear gloves

The day of the course:

- This course will be held at the I-CAR NZ Training Academy, 5/197 Montgomerie Road, Mangere, Auckland
- Start time is **8.30am**
- Participants will firstly be briefed on the requirements for the day
- Workstation and kit allocation
- Some marking is done at different stages of the procedure, with final marking at the end of the day

Break times:

- Morning tea and drinks will be provided
- A working lunch will be provided at a time suitable on the day

Tools and equipment – what is provided:

I-CAR NZ will provide the following at each workstation:

- locking pliers
- markers and pens
- hammer
- sandpaper
- leather and nitrile gloves
- ear plugs
- safety glasses
- cleaner and wipes
- dust masks

Participant to provide:

Participant to bring on the day:

- long sleeve shirt / overalls / work uniform
- leather or safety shoes
- face shield (if preferred)
- screwdrivers
- sockets
- trim removal tools
- spanners