

Keep Britain Tidy Network Annual Conference and Awards Manchester, 6th February 2019 Booking Form

Delegate Name	E-Mail Address	Total Package* (Conference/Awards dinner/ overnight accommodation) Please tick	Conference only Please tick	Conference and Awards Dinner Please tick	Awards Dinner only Please tick	Dietary Requirements (Please state)
Organisation						
Full Address						
Telephone Number						
How did you hear about the KBT Network conference and Awards?						
Any other comments						

DATA PROTECTION – PRIVACY INFORMATION

Keep Britain Tidy is a "data controller" (registration number: Z5657940). This means that we are responsible for deciding how we hold and use personal data about you. The personal data provided by you will be held on a database by Keep Britain Tidy in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Keep Britain Tidy will not disclose personal data that you have provided to any third party without your consent, unless permitted or required to do so by law.

The details you have provided on this form will only be used to notify you of any future training courses. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

If you have any questions about how we use your personal data or wish to exercise your rights under GDPR, such as the right of access to your personal data, please contact our Data Protection Officer, David Smith, in writing at David.Smith@keepbritaintidy.org or David Smith, Keep Britain Tidy, Elizabeth House, The Pier, Wigan, WN3 4EX.

Should you wish to make a complaint about our handling of your personal data, we would appreciate it you would contact us in the first instance, although the Information Commissioner's Office can be reached at <https://ico.org.uk/concerns/> or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Further information on how we process personal data generally and your rights in relation to that data is available in our privacy notice, which can be found at www.keepbritaintidy.org

* Exemplar Network members receive the Total package for two members, Expert Network members receive the Total package for one member, there is an option to book and pay for more – please see pricing matrix on page 3.

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS FOLLOWING

Yes

Please return completed forms to network.enquiries@keepbritaintidy.org

Terms & Conditions

Payment Options

- * For BACS please see below:
Bank: HSBC
Address: 21 The Grand Arcade, WIGAN, WN1 1BH
Sort Code: 40 - 46 - 32
Account Number: 71472070
Account Name: Keep Britain Tidy
- ** Please make cheques payable to: **Keep Britain Tidy**
- You will be invoiced for the conference and awards upon booking. Payment must be made upon receipt of the invoice.

Cancellations and Refunds

- All cancellations must be made in writing.
- If you have redeemed a free place and do not attend you will be charged an administration fee of £50.00 per person.
- We regret that no refunds will be made if the cancellation is received **21 days or less** before the conference is due to take place.
- We would accept substitute delegates.
- It may be necessary for reasons beyond the control of the organisers to change the venue.

Pricing Structure

Exemplar Network members receive the Total package for two members.

Expert Network members receive the Total package for one member.

Should you wish, there is an option to book and pay for further delegates as follows:

One day conference	£ 95.00
One day conference and awards dinner (excl. accommodation)	£175.00
Awards dinner only	£ 95.00
Total Package - conference, awards dinner and overnight accommodation	£275.00
Awards dinner only - Table of 8 offer	£695.00