



TRAINING VOUCHER 2019/20 IN-HOUSE/BESPOKE TRAINING COURSE BOOKINGS

Do you have some unspent training budget available from this financial year and running out of time to spend it?

If you have answered yes to the questions above, why not purchase a 'training voucher' which allows organisations to secure staff development/training budget without committing to a specific course or date.

We will invoice you in this financial year (2018/19) and you can use the 'training voucher' to pay for courses in the new financial year (2019/20).

Organisation Name	
Contact Name	
Address	
Address 2	
Town	
City	
Post Code	
Telephone Number	
Email Address	
Total Cost of voucher (to be invoiced)	
Purchase Order Number	
Name of the course you would like to book. <i>You do not need to complete this section at this time if undecided.</i>	

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS ON THE REVERSE OF THIS FORM (please tick to confirm you accept the T&C's)

- Please add me to the training database, as I would like to receive regular updates on training by e-mail.
- I would like to receive information on becoming a Keep Britain Tidy Network Member.

Terms & Conditions

Payment

You will be invoiced on receipt of this training voucher.

The training voucher can be used to pay for in-house/bespoke training courses only. The voucher cannot be used for regional course bookings.

Cancellations and Refunds

- All cancellations must be made in writing.
- If you cancel a training course/seminar **22 days or more** prior to the event you will be charged administration fees of £50.00 for each day of the course.
- We regret that no refunds will be made if the cancellation is received **21 days or less** before the course is due to take place.
- Bookings made **21 days or less** prior to the course taking place are non-refundable.
- We do accept substitute delegates.

Equipment and Refreshments

- Host to provide venue, equipment (projector, screen, flipchart, Wifi) refreshments and lunch (providing lunch for your delegates is at your discretion, but we ask that you accommodate the trainer as a minimum.

Cancellations and Refunds

- All cancellations must be made in writing.
- If you cancel a training course/seminar 15 days or more prior to the event you will be charged an administration fee of £100.00 for each cancelled delivery day.
- We regret that no refunds will be made if the cancellation is received 14 days or less before the course is due to take place.
- Bookings made 14 days or less prior to the course taking place are non-refundable.

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

Please return completed forms to:

Training Team, Keep Britain Tidy, Elizabeth House, The Pier, Wigan, WN3 4EXe-mail
training@keepbritaintidy.org