



## Regional Training Booking Form

Course Title			
Date of Course		Location	
Full Delegate Name/s, Job titles and email address/es (for pre-course information)	Name & Job Title		Email address
Organisation			
Full address including postcode			
Telephone Number			
Total Cost to Organisation	£	Promo Code	
Invoicee Name & Email Address			
Purchase Order Number			
How did you hear about this course?			
Any dietary or other requirements			
Are you a KBT Network Member	Yes/ No	Please send me membership information (Note: Members get 5-10% discount on all training bookings)	Yes/No
Do you have onsite parking available?		If not, where is the nearest car park? Is it pay and display?	
Where is the nearest train or tube station?			

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS ON THE REVERSE OF THIS FORM - Yes

I would like to receive regular updates on training, by e-mail

Please return completed forms to: Training, KEEP BRITAIN TIDY,  
 Elizabeth House,  
 The Pier, Wigan, WN3 4EX  
 e-mail [training@keepbritaintidy.org](mailto:training@keepbritaintidy.org)



## Terms & Conditions

Please do not book any travel or accommodation until you have received confirmation that the course will be going ahead, this will be in the form of formal joining instructions (courses can only be delivered with a minimum of 6 delegates).

### Payment

- You will be invoiced for the training course/seminar upon booking. Payment must be made within 4 weeks upon receipt of the invoice.

### 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.
- If you have redeemed a free place and do not attend a training course 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.
- It may be necessary for reasons beyond the control of the organisers to change the venue.
- We reserve the right to cancel the course if there are less than eight delegates. 5 working days' notice will be given and alternative course options will be offered, we therefore advise that travel and overnight (if applicable) arrangements are not secured before this time.
- On occasions, courses may run with minimum delegates to avoid cancellation.

### 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](mailto: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](http://www.keepbritaintidy.org)