**BOOKING FORM**

Before completing this form, please take a moment to read our [course booking terms & conditions](https://computerlaw.org.uk/course-bookings-terms-conditions/)

|  |  |
| --- | --- |
| **Planned delegate / Attendee name:**  |  |
| **Organisation / Company name:** |  |
| **Sector:** (education/government/private etc.) |  |
| **Address:** |  |
| **Postal Code:** |  |
| **Contact telephone number:** |  |
| **E-Mail:** |  |
| **Course Title being booked:** |  |
| **Course Venue:** (City) |  |
| **Course Dates:** |  |

Below, please complete details of the person / department responsible for payment of our invoice:

|  |  |
| --- | --- |
| **Name of responsible person:**  |  |
| **Organisation / Company name:** |  |
| **Their Position:** |  |
| **Address:** |  |
| **Postal Code:** |  |
| **Contact telephone number:** |  |
| **E-Mail:** |  |
| **Purchase Order Number** (if relevant) |  |

If the person booking the course is different from either the planned attendee or the responsible person, please complete your details below:

|  |  |
| --- | --- |
| **Name of booker:**  |  |
| **Their Position:** |  |
| **Their E-Mail:** |  |

Please confirm you have read, understood and **accept** the course booking terms & conditions [ ]  **YES** [ ]  **NO**

Please confirm you have the authority to book this course and that our invoice will be paid [ ]  **YES** [ ]  **NO**

Would you like to subscribe to our regular email updates that keep you up to date with our latest blog posts and training courses on data protection law / DPA 2018 / GDPR / PECR? [ ]  **YES** [ ]  **NO** [ ]  **ALREADY SUBSCRIBED**

Please clearly print your name and sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any special dietary requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Either scan, print, or photograph this completed form and return to: info@computerlaw.org.uk

1. Within these course booking terms & conditions, references to Computer Law Training Ltd have been abbreviated to CLT.
2. CLT will invoice your organisation for this booking. Receipt of a booking form by us implies that you have the necessary internal approvals to both book and pay for, the course chosen.
3. Confirmation and directions to the venue will be sent to you within 14 days of us receiving your booking. CLT will not be responsible for the non-arrival of registration information. Any delegate not receiving the registration information by 14 days prior to the event should contact us on 01506 324468
4. The invoice is payable within 28 days of being issued regardless of whether the event has taken place.
5. It is your responsibility to ensure we have your correct details, especially, your email address. Failure to do so could lead to you not receiving joining instructions. In such cases, you are still liable to pay our invoice.
6. If you book within 10 days of the course date please check by ‘phone or email that your place is confirmed. (01506 324468 or info@computerlaw.org.uk)
7. **The full fee will remain payable even if the delegate does not attend.**
8. We reserve the right to cancel the event if there are insufficient bookings or attendees to run the course and make it commercially viable. In this event, a full refund will be offered, or an alternative course date.
9. It may be necessary for CLT to change the content and timing of a course, the trainer, the date or the venue. In the unlikely event of the course being cancelled by CLT, a full refund will be made unless the delegate transfers his or her booking to an alternative date/city for the course. For all bookings, the liability of CLT shall be limited ONLY to the amount of the fee actually paid to CLT by the delegate. For this reason delegates are encouraged **not** to book travel or accommodation more than two weeks prior to any course date.
10. Our courses are tailored towards an audience of people who are employed by organisations who deal with personal data. We reserve the right to refuse any bookings (and cancel any bookings) especially from consultants or those whose business directly or indirectly competes with ours.

**CERTIFICATE COURSES**

1. If you have not paid your invoice we reserve the right not to enter you for exams, release your exam marks and/or issue your certificate until the invoice has been paid.

**REFUND/CANCELLATION POLICY**

1. You can cancel your booking 30 days or more **before** the event without charge. If the course fee has already been paid, a refund will be issued. After this, the following cancellation fees will be enforced:

     12.a. = between 29 and 15 days notice, a fee that represents **50%** of the course fee will be applicable;

     12.b. = between 14 and 6 days notice, a fee that represents **60%** of the course fee will be applicable;

     12.c. = between 5 and 2 days notice, a fee that represents **80%** of the course fee will be applicable;

     12.d. = 24 hours or less notice, the **full fee** will still be applicable.

1. Substitute delegates are welcome providing fees have been paid and 5 days notice is given.

**INCLEMENT WEATHER / TRANSPORT PROBLEMS**

1. We do not cancel courses due to inclement weather or transport problems. If you cannot attend due to

these reasons the invoice and full course fee remains payable.