



Events / Training Terms & Conditions

Booking Conditions

We recommend that you try to book NIFHA events as soon as possible:

- as places may be limited and early booking will reserve your place,
- to avoid cancellations due to perceived lack of interest.

NIFHA requires a completed booking form to reserve your place at any event. Payment (either by BACS or cheque) **must** be forwarded to NIFHA at the time of booking.

A receipt will be issued only on request.

Your booking will normally be confirmed by email several days prior to any training seminars and upon receipt of payment for other events, if you do not receive this confirmation please check with NIFHA before attending.

Cancellation of training events by NIFHA

If a minimum number of bookings is not received before the closing date, NIFHA may be forced to cancel the event.

Whatever the reason, if NIFHA has cancelled a training event the course fees will be refunded in full.

Cancellation of bookings by you

For those unable to attend a training event, a substitute delegate may be sent at any time at no extra charge. An administration fee of £10 will apply to cancellations received prior to the closing date.

For all other events please refer to the scale of cancellation charges listed in the information or booking form for that event. A hard copy is also available on request.

We must be notified of any cancellations in writing, by fax or letter to NIFHA. In **all** cases cancellations after the closing date will be charged at the full rate.

Data Collection and Purpose Specification

We collect the personal data that you may volunteer while using our website. The following personal data is solely collected for the reasons we have listed:

- Technical administration of the Website
- Customer Administration
- Marketing and Training purposes.

Disclosure and Visitor Choice

We do not disclose your personal data to other organisations.

Confidentiality & Security

Any personal data collected through this website will be treated as confidential in line with the principles of the Data Protection Act 1998.

We ensure that your personal data will not be disclosed to state institutions and authorities except if required by law or other regulation.