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**Booking Form**

**Event: TEST – PLEASE IGNORE**

**Date: Insert date, registration, start and finish times/ buffet?**

**Location: Betty’s Room, EVH Office, 137 Sauchiehall Street, Glasgow**

**Cost: Members: £?? per delegate**

**Non-members: £?? + VAT per delegate**

***The contact person making the booking will receive a confirmation email. On receipt of this form EVH will invoice your organisation the appropriate fee listed above (VAT is only applicable to non-members).***

**Background**

***Enter your blurb here.***

**Please complete the following and return by email or post to:**

**Email : Events@evh.org.uk**

**EVH, 5th Floor, 137 Sauchiehall Street, Glasgow G2 3EW**

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Organisation:** |  |
| **Address:** |  |
|  |  |
| **Postcode:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Purchase Order No:** |  |
| **Attendance Certificate Required: Y/N** |  |

**Delegates:**

| **Name** | **Job Title** | **Special Requirements**  **(e.g. dietary/ mobility)** | **Email** |
| --- | --- | --- | --- |
|  |  |  |  |
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**Terms and Conditions - Events**

Please note that when you make a booking for one of our events, you are agreeing to be bound by these terms and conditions.

**Data Protection Statement**

Any information about yourself that you have provided for this event will only be used by EVH for the purpose of this booking. Further information detailing how we will use your personal information can be found in the enclosed privacy notice.

**Commitment to Equality**

Everyone at any EVH event has equal rights to benefit from, contribute to and enjoy the event. This means, among other things, that we should avoid language and behaviour which is unacceptable to other participants which may be seen as offensive, racist or sexist and so on. We trust that everyone will endorse these principles and those listed on the full code of conduct.

**Points to Note**

Places are subject to availability and therefore early booking is advised. Please make sure that the names of individual delegates are included as you would like them to appear on the delegate list.

**Cancellations**

We recognise that cancellations or changes sometimes have to be made to your booking. We will accept these in writing or email up to seven working days prior to the event. No refund will be given after this date. Substitutions may be made at any time. Bookings which are withdrawn without a substitution being made will be subject to an administration fee of 10%. Non-attendance will result in the full delegate rate being charged. In the case of a genuine medical or personal emergency we will consider refunding the delegate fee less the administration charge, however we may require proof of the reasons for cancellation.

**Joining Instructions**

Approximately one week before the event you will receive joining instructions for the event; list of delegates, a final programme for the event and code of conduct.

**Disclaimer**

This programme is correct at the time of going to print. In the event of one or more of the advertised speakers being unable to attend, for reasons beyond the control of the conference organisers, we reserve the right to make alterations or substitutions to the final programme as deemed fit. All timings are provisional and may be subject to change. Views expressed by speakers are their own and may not necessarily be the view of EVH.

**Smoking**

Smoking is only permitted in the designated areas outside the venue. This includes the use of Electronic Cigarettes.

**Privacy Notice – Internal Events held within EVH premises**

**Introduction**

This privacy notice is to explain to you the purpose for which we hold and use your personal data and explain your rights under the current data protection laws.

**Data Controller**

We are registered as a data controller with the Information Commissioner and our registered number is Z9902702, the details we have registered with them are: Eamonn Connolly, Director, EVH Ltd, 5th Floor, 137 Sauchiehall Street, Glasgow G2 3EW.

We are a data controller, which means we are responsible for deciding how we hold and use your personal information.

**What information do we collect?**

EVH will collect information contained on our booking forms. This includes:

* The name of the contact booking, the delegate, the organisation, the organisation contact details including address, email and phone number.
* Details of any accessibility/mobility difficulties.
* Details of special dietary requirements.

EVH may have a photographer present at our event therefore, we will also collect photographic information during the event.

**Processing data**

EVH will process the information you have provided on the booking form in accordance with the following lawful basis:

Legitimate Interest

* Delegate names and organisation will appear on the delegate list and be distributed to all other delegates attending the event.
* Process and payment of invoices for delegates.
* Photographs may be taken at this event. Please inform a member of the EVH team, if you do not wish for your photograph to be taken. Photographs will be used for the following purposes:
* EVH Annual review
* Social media for marketing purposes
* EVH future publications

The personal data we collect for events will be held securely in our electronic database. This data will be deleted three months following the event.

**Special Category Information**

On occasion we may need to process your special category information. This information will only be processed in line with our legal conditions where full consent has been provided voluntarily by you. This information will only be used to assist us in accommodating any specific requirements you may have for the purposes of you attending this event.

**Access and Data Security**

In order to process your data in accordance with the grounds stated above, the following will have access to your data:

Internally

* Appropriate EVH staff.

Third parties

* Speakers and all delegates will be given a copy of the delegate list.
* No special category information will be provided to third party organisations.

**Your rights**

As a data subject, you have a number of rights, as follows:

* To be informed of the data we hold on you.
* Access and obtain a copy of your data on request.
* Require EVH to change incorrect or incomplete data.
* Require EVH to delete or stop processing your data for example, where the data is no longer necessary for the purposes; and object to the processing of your data where EVH does not require to process it.
* To data portability.
* To object to the data we hold on you.
* To be informed of automated decisions made in relation to you.

If you would like to exercise any of the above rights, please contact [events@evh.org.uk](mailto:events@evh.org.uk)

Acknowledgement of receiving and reading this notice

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have read and understood the contents of this notice. If I am making the booking on behalf of someone else, I have informed them of the information contained in this notice.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_