

## **NOTA Terms, Conditions and Data Security**

### **Training Platform**

Online training is offered using the Zoom platform. NOTA UK and its agents will use its best endeavours to make available the training as advertised in a professional manner

### **Payment.**

Payment in full is due on booking. Any refund will be made to the original payment method.

### **Discounted ticket availability**

**NOTA** may make available discounted tickets for its members or other groups. These discounts are only available on invitation and in accordance with the advertised additional conditions. **NOTA** will Audit bookings received where discount codes have been used to ensure their appropriate and legitimate use.

### **Privacy statement regarding your data**

#### **What information is being collected?**

We collect details from you as shown on the registration form you complete for online training. This includes your name, address, telephone, email, and payment information.

We store in a database your name, email, what training you have booked and how you are paying (card details are not retained)

#### **Who is collecting it?**

We collect your data as Best City Limited on behalf of and as agent of NOTA. NOTA is a membership organisation for those who are trained in NOTA by a recognised trainer. Our registered charity number is Company Registration No. 4194904 (England and Wales) | Charity Registration No. 1086050 (England and Wales) | NOTA 2A Parkyn Road, Nottingham, NG5 6BG.

Any queries should be made by email to [NOTAoffice@nota.co.uk](mailto:NOTAoffice@nota.co.uk)

#### **Why is it being collected and how will it be used?**

We need to administer our trainings and workshops by having a database of registrants and interested professionals.

#### **Who will data be shared with?**

Nobody else, unless you give your express permission, or we receive a Court Order.

#### **What will be the effect of this on you?**

We will send you confirmation of your bookings, joining instructions, receipts, and reminders of things referred to in the trainings. We will also notify you of further NOTA trainings and workshops we are running.

If there are aspects of your information that are inaccurate or that you would like to remove, you can do this by contacting us by email [NOTAoffice@nota.co.uk](mailto:NOTAoffice@nota.co.uk)

## **Cancellation, deferring or non-attendance**

If you wish to cancel please email [NOTAoffice@nota.co.uk](mailto:NOTAoffice@nota.co.uk). A full refund will be made if the request to cancel is received 14 days prior to the event. Cancellation less than 14 days prior to the training is subject to a £10 administrative fee which will be deducted from the refund. Non-attendance without notification forfeits the fee.

In the unlikely event of NOTA cancelling a training, a full refund will be given, or alternative dates arranged.

Delegates may nominate an alternate delegate to attend an event up to the working day before an event providing the alternate holds a similar membership status to the original booker.

## **Our Liability**

To the extent permitted by law, we exclude all liability in respect of all claims arising out of or in connection with the provision of clinical advice and care to any service users provided in accordance with any Course and you hereby agree to indemnify us against any claim made against us by a service user or on behalf of a service user to the extent that the claim arises as a result of the default, negligence or other act or omission of you or your personnel.

Without prejudice to we will not be liable under these terms for any loss or damage caused by us or our officers, employees or agents in circumstances where:

- (a) there is no breach of a legal duty of care owed to you by us or by any our officers, employees or agents.
- (b) such loss or damage is not a reasonably foreseeable result of any such breach; or
- (c) any increase in loss or damage or results from any breach by you of any term of these terms.

Nothing in these terms excludes or limits our liability for:

- (a) death or personal injury caused by our negligence.
- (b) fraud or fraudulent misrepresentation.
- (c) any breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982.
- (e) any deliberate breaches of these terms that would entitle you to terminate the Contract; or
- (f) any other matter for which it would be illegal for us to exclude or attempt to exclude our liability.

Our total liability to you for all other losses arising under or in connection with any contract between us, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall be limited to the price paid by you for the Course.

