

## **Cancellation Policy & Data Protection**

By agreeing to attend BCS will use your email or correspondence address to communicate with you regarding the event.

### **CANCELLATIONS**

Cancellations must be received in writing SEVEN DAYS prior to the event to qualify for refund of fees (less £10.00 administration charge). No-shows are liable for the full cost of fees. Substitutions may be accepted at any time. *In the unlikely event of cancellation, our liability will be limited to the refund of fees.*

### **ADDITIONAL INFORMATION**

#### **Name Substitutions**

Name substitutions are accepted at any time prior to the event by phone or email to Gemma Stanley-Evill, Specialist Groups' Officer  
Tel: (01793) 417656  
Email: [gemma.stanley-evill@hq.bcs.org.uk](mailto:gemma.stanley-evill@hq.bcs.org.uk)

#### **Electronic Privacy**

As a body for IT professionals BCS regularly communicates with its interested parties by email.

I agree that BCS may use my email address, provided above, to contact me regarding BCS and IT related information and that such communications may include information relating to the products and services of BCS as well as similar products and services of other IT organisations. I will be able to opt out from receiving such communications at any time by contacting the Event Organiser.

I understand that BCS will not pass on my email address to other organisations.

#### **Data Protection Act 1998**

BCS will hold your personal data on its computer database and process it in accordance with the Act. This information may be accessed, viewed and used by the Society for administrative purposes and conducting market research. All of these purposes have been notified to the Commissioner. If you are based outside the European Economic Area (the 'EEA'), information about you may be transferred outside the EEA in accordance with the requirements of the Act.

*BCS VAT Reg No: GB 618168724*

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