

## Terms and Conditions

1. The following terms and conditions apply to all users attending an online course or workshop provided by Josie Brown. Please read these before booking and paying for an event.
2. By completing the booking form, you agree to be bound by these terms and conditions, which will be valid from the date you receive the booking confirmation.
3. The fee for the workshop or course will be as advertised and stated on the booking form. Only full payment of this fee will guarantee your place, as long as there are sufficient places available at the time of booking. If not you will be placed on the waiting list and advised by email. Payment can be made via PayPal or using a credit/debit card.
4. A **full refund** will be given on cancellations received **14 or more days before** the start date of the workshop/course but **no refund** will be made for cancellations received **less than 14 days before** the event.
5. It is Josie's commitment to run online events as advertised but if unforeseen circumstances arise it may be necessary to postpone the start date, in which case your fee will be transferred to the new date. If you are unable to attend that date the recording will be available, but if this is unsatisfactory – email Josie for a full refund. In the event of a cancellation by Josie a full refund will be given.
6. Recordings of the online sessions will be available for 30 days after the event - only to users who have already paid.
7. Josie Brown is the owner of the copyright of all live presentations, recordings and resources provided. No part of the study materials may be shared, reproduced or transferred, in part or full, to another person. To share or transfer details of the video sessions, links and passcodes is strictly prohibited. Any violation of copyright and unlawful use of the resources supplied will be a breach of criminal law on intellectual property, and therefore subject to prosecution under the jurisdiction of the English Courts.

## Privacy

Your privacy is important.

In order to book or register interest in an event, you will need to provide some personal information. By submitting this you agree to be contacted for administration and communication purposes only.

With the introduction of the General Data Protection Regulation (GDPR) 2018, we want to ensure that you are aware of your rights. The new GDPR provides the following rights for individuals:

Users' data is retained and processed for administration and mailing purposes only. Data retained is that provided in the booking form. This data will be kept only for the necessary period and will be used in accordance with the contract fulfilment criteria of the GDPR act. When the event expires all data is automatically deleted from the records. Users' data will never be sold. Payment/bank details will not be retained. Payments are handled by PayPal and subject to its own Privacy Policy.

Users have the right to obtain access to their personal data and receive confirmation of how their data is being processed. Email [info@josiebrown.co.uk](mailto:info@josiebrown.co.uk) to find out what data is held.

## Cookies

When a website is accessed, small text files, known as cookies, are automatically stored on your electronic device. They store your user preferences and purchase information so you are recognized when you return to that website. If you wish to disable cookies you can do so by accessing your browser's help page and following the on-screen instructions, or to find out more about cookies visit [www.allaboutcookies.org/](http://www.allaboutcookies.org/)