**Terms and Conditions**

The Local Enterprise Office is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice, for personal data that is supplied to us by our clients is available at [www.localenterprise.ie/legal](http://www.localenterprise.ie/legal)

This notice contains important information about how we process personal data that is supplied to us by clients. We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. your employees) whose personal data you provide to us.

By accepting our Terms and Conditions you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice (is sent to data subjects (e.g. your employees) whose personal data you provide to us.

Please read the course information carefully, ensure that you are satisfied with the venue, fee and suitability of content prior to booking.

**Participation Fee**

The participation fee is due upon online registration.

**Payment Policy:** A participant's place is secured on payment of the course fee only. We accept payment by cash, cheque and online credit card booking. We reserve the right to refuse admission to a course if (a) payment has not been received prior to the course start date (b) if the course is not suitable to you.

**Cancellations Policy:** In the event that a course or event is cancelled for any reason, participants will be notified prior to the commencement of the course and a full refund will be issued. - All cancellation requests should be made to our office. The following conditions apply to course cancellations:

* 100% return of course fee if sufficient notice from the participant (i.e. not less than 5 working days.)
* 75% return of course fee if the participant notifies us 48 hours prior to the commencement of the course.
* No refund if the participant does not notify us at least 48 hours prior to the commencement of the course.

**Participant Substitution**: The substitution of a participant can be made at any time without penalty.

**Enquiries:** Please contact us [localenterprise@cavancoco.ie](mailto:localenterprise@cavancoco.ie)

**Returns Policy:**

Once a course has been paid for our policy on returns is as follows:

* 100% return of course fee if sufficient notice from the participant (i.e. not less than 5 working days.)
* 75% return of course fee if the participant notifies us 48 hours prior to the commencement of the course.
* No refund if the participant does not notify us at least 48 hours prior to the commencement of the course.

**Online Booking & E-Payments**

• The Local Enterprise website facilitates online booking of its events.

• Personal information is sent securely using Secure Sockets Layer (SSL) software.

• Electronic payments are handled by Realex.

• At no time is credit/debit card information stored on our servers.