

The small print

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[The Tourism Network Terms of business](#)

Payment

Fees for workshops or events must be paid in full at the time the booking is made online, no later than 14 working days prior to the start of the workshop or event. The Tourism Network reserves the right to re-allocate the course place to another delegate if fees are not paid on time. All transfer charges must be paid for at the time of the online booking.

Late payment

In the event of late payment, The Tourism Network reserves the right to charge interest on all outstanding amounts at the rate of 2% per calendar month, or part thereof, from the last date that payment was due to the date that payment is made.

Cancelling workshops or Tourism Network Meetings

All cancellations to bookings for workshops must be made 7 working days prior to the start of a workshop. If a booking is cancelled within the 7 days or if the delegate fails to attend the workshop, the full workshop fee must be paid immediately.

Changing delegate details

There will be no charge if a substitute person from your organisation wishes to replace the original delegate on the date and same workshop. Please inform our office of any change to the original booking.

Cancellation of workshops by The Tourism Network or changes to workshop content

The Tourism Network's workshops are constantly updated and improved and The Tourism Network reserves the right to alter any of the workshops' content without prior notice. The Tourism Network reserves the right to cancel a workshop at any time without liability. In these circumstances, delegate will be offered an alternative date, a credit note or a full refund.

Workshop notes and training

The notes and training for The Tourism Network's training workshops cannot be relied upon for legal interpretation. Neither The Tourism Network nor its employees, trainers or consultants can accept responsibility for delegate's actions or those of other people reading the workshop notes or interpreting the training in litigation, or responsibility for any loss incurred as a result of relying on the training of the training notes. If in doubt consult a lawyer.

The Tourism Network privacy policy

Do we pass your details or any other data on to third parties?

Please be assured, we will NEVER pass on your details or any other data about you to any third parties.

How do you remove your name from the database?

We will remove your details immediately at any time you wish. Just email susan@tourismnetwork.org and we'll remove your details from the list.

Why do we have a privacy policy?

The Tourism Network is committed to privacy for everyone who accesses the site. Under the Data Protection Acts of 1984 and 1998, we must comply with certain regulations which are designed to ensure that any data you provide to us is processed with due care and attention.

What sort of data do we collect?

The Tourism Network collects personal data about you to help in the booking of training and delivery of our services. This data consists of information such as your name, address and e-mail address. We also collect information in the aggregate to provide us with a better understanding of the users of our website as a group, but which does not contain personally identifiable information.

Why do we process this personal data?

We process this personal data as necessary to aid the services we offer and ensure that the best training is delivered. We may also use data collected in the aggregate to help us to understand our users as a group so that we can provide you with a better service.

Why do we collect and process sensitive personal data?

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements, for example under the equality of opportunity laws. By using this website and by registering your details with us, you consent to us collecting and processing sensitive personal data supplied by you to ensure that you receive the services you ask for.

How is this data safeguarded?

The security of your data is extremely important to us. Access to your personal data is only provided to our staff in order to help with the course booking process.

How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the website or through e-mail notification.

What are 'cookies' and why do we use them?

'Cookies' are ways of saving a small amount of personal information. We only use them to save your user name or password to allow easy access to our site. We advise you not to use 'cookies' if your computer is shared by other people.

Terminology

Aggregate - this is when all data is collected and processed as a total to enable us to look at such information as demographic and geographic trends, so that we can try to produce a better service in the future.

Data - information which is being processed by equipment operating automatically in response to instructions given for that purpose, is recorded with the intention that it should be processed by means of such equipment, is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system or forms part of an accessible record.

Data Protection Acts 1984 and 1998 - these are the Acts of Parliament which set out principles relating to the use of data to ensure that the rights of the person who is the subject of the data are protected under the law.

Personal data - data which relates to a living individual who can be identified from those data, or from those data and other information which is in the possession of, or is likely to come into the possession of, The Tourism Network.

Privacy policy - this is a statement by The Tourism Network which explains the ways that we try to protect our users' privacy.

Sensitive personal data - personal data consisting of information as to the racial or ethnic origin of the data subject, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence.

Third Parties - these are companies and people other than The Tourism Network and the group of companies of which it is part.

Users - people who use our website and register their details with us for the purposes of recruitment, either to gain employment or for the purposes of advertising and recruiting new staff.

If you have any queries about our privacy policy, please get in touch with us at elias@tourismnetwork.co.uk .

Copyright

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Disclaimer

The Tourism Network has made every effort to ensure that the information on this site is accurate and up to date. However we cannot accept any liability for error or omission with regards to the content of the site. We hereby disclaim any responsibility for error, omission or inaccuracy in the material or for any misinterpretation, loss, disappointment, negligence or damage caused by reliance on any material contained within this website. We shall not be liable for any damages arising from the use of or inability to use this site, or any material contained in it, or from any action or decision taken as a result of using this site or any such material.

Links to external sites

The Tourism Network cannot be held responsible for the content of any external website to which we link.

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