

## Terms and Conditions of Registration

### Data Protection Compliance – Policy, Governance & Risk Management Training

By registering for this training session delivered by **Sharp Brains**, you agree to the following Terms and Conditions:

#### 1. Training Overview

This is a full-day, in-person training course to be held on **2nd June 2025** at:  
**107–111 Fleet Street, London, EC4A 2AB.**

#### 2. Registration and Payment

- Full payment of **£1,000 + VAT** is required at the time of registration unless a part-funded early bird offer applies.
- Access to the **Early Bird Offer** is available until **20th May 2025**, subject to availability.
- Registration is confirmed only upon receipt of full payment or proof of payment.

#### 3. Cancellations and Refunds

- Cancellations made **more than 10 working days** before the course date (i.e., on or before **19th May 2025**) will be eligible for a full refund, minus any transaction fees.
- **No refunds will be issued for cancellations made 10 days or fewer before the training date** (i.e., from **20th May 2025** onwards), including non-attendance for any reason.
- Substitutions (i.e., transferring the registration to another individual from the same organisation) are permitted at no additional cost up to **48 hours before the training**. Please contact us via our email [solutions@sharpbrains.co.uk](mailto:solutions@sharpbrains.co.uk).

#### 4. Training Format and Attendance

- This is an **on-site training event only**. Remote or virtual attendance is not available.
- Participants are expected to arrive promptly. Late arrivals may miss key content and no partial refunds will be issued.
- Refreshments and lunch will be provided on-site.

#### 5. Course Content and Certification

- The training includes expert-led sessions, interactive discussions, case studies, and access to actionable strategies.
- A **certificate of training completion** will be provided to all attendees at the end of the session.
- Course content is subject to change without prior notice in order to reflect the latest regulatory or legal updates.

#### 6. Liability

- Sharp Brains is not responsible for any travel or accommodation costs incurred by participants.
- In the unlikely event of course cancellation by Sharp Brains (e.g., due to unforeseen circumstances), a full refund will be issued. No further liability will be accepted.

#### 7. Privacy and Data Use

- Personal data provided during registration will be used solely for course administration, communication, and certification purposes, in accordance with our privacy policy.
- For more on how your data is handled, please visit our website.

#### 8. Further Information

For all enquiries, including privacy policy, accessibility requirements or questions regarding the course, please visit:

 [www.sharpbrains.co.uk](http://www.sharpbrains.co.uk)