

## **GSA Professional Development and Event Cancellation Policy**

Cancellations must be made either by email to [events@gsa.uk.com](mailto:events@gsa.uk.com) or by calling the GSA Events Team on 0116 2541619. The cancellation will then be acknowledged in writing.

In the event of a delegate cancelling their attendance at a GSA Professional Development course or event, a refund of the fee will be given in line with the following scale:

- Up to and including 4 weeks prior to the date of the event - 75% refund
- Up to and including 2 weeks prior to the date of the event - 50% refund
- If a cancellation is made less than 2 weeks prior to the event, GSA regrets that no refund can be given.

Bookings can be transferred to an alternate delegate if the person originally registered is no longer able to attend - this is done free of charge. Please note this excludes the GSA Annual Conference where alternate attendance is not permitted.

In the event of a course being cancelled, GSA will refund fees but cannot accept liability for the reimbursement of any travel expenses that have been incurred.

Events run in conjunction with other associations may have different cancellation policies. Where this is the case, the applicable policy will be clearly indicated on the course publicity.

GSA reserves the right to alter published programmes, speakers and venues without prior notice.

### **Insurance**

GSA regrets that it cannot accept liability for loss or damage, however caused, to the personal property of any person attending any event organised under the auspices of the Association.

### **Data Protection**

Sponsorship from corporate partners helps with the organisation of our events and enables us to offer a wide range of PD courses and webinars. Information that is readily available in the public domain such as your name and school may be shared with GSA partners such as sponsors and exhibitors.

- Any personal data provided to GSA partners is provided strictly for use in connection with the Event(s).
- GSA shall not be liable to in respect of any goods or services that are advertised or promoted by GSA partners. Schools should make their own inquiries to ensure that the goods and services offered by those suppliers are suitable for purpose, are of

satisfactory quality or provided with reasonable skill and care and that any terms of business under which those goods and services are supplied have been read and agreed.