**Official – Sensitive when complete**

Identifying Vulnerability in Policing

13th February 2024

College of Policing, Ryton-on-Dunsmore

Please return completed booking form by **Friday 19th January 2024** to [events@college.police.uk](mailto:events@college.police.uk) . Please note that we will be unable to accept bookings after this date.

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| Delegate place |
| **I would like a place on the Identifying Vulnerability in Policing - Sharing and Learning event for Analysts and Researchers, 13th February 2024.**  **This event is free of charge to attend.**  **There will be a charge of £84.00 per person for onsite accommodation (if required).** |

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| Delegate information | | | |
| **Rank / Job Title** |  | **Title** |  |
| **First name, surname** |  | | |
| **Force/organisation name** |  | | |
| **Mandatory**  **Work email address** |  | | |
| **Mandatory**  **Mobile number** |  | | |
| **Security clearance: This section is mandatory. You cannot proceed with your booking if it isn’t completed.** | | | |
| **Level of security vetting** |  | | |
| **Date of expiry** |  | | |
| **Dietary requirements** |  | | |
| **Do you require any reasonable adjustments under the Equality Act 2010?** | **No  Yes**  **Please explain here:** | | |
| Use of your information | | | |
| Do you give permission for your name, force, job title and email to be added to a delegate list which will be shared at the event for future networking? | **Name**  **Force**  **Job Title**  **Email** | | |

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| Accommodation | |
| I would like pre-night accommodation on the following date.  ***Please note this is an extra charge and will be allocated on a first come, first served basis.*** | |
| **12th February: £84.00 (no VAT)**  *Includes bed, breakfast and evening meal* | **Yes** |

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| Payment details | |
| **Please note bookings cannot be confirmed unless**  **full payment information is provided**  **Please provide a PDF copy of the purchase order to accompany this booking form**  Please quote EVT/57138 for referencing purposes | |
| **Total fees payable** |  |
| Credit/debit card – please provide name on card to be used for payment and contact telephone number for our accounts department to call |  |
| Please invoice me  Purchase order number (must be provided to create the invoice)  Invoice email address |  |

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| Cancellation policy |
| Notice of cancellation must be made by email. If the delegate/force training coordinator advises the College of a cancellation or postponement more than 29 days before the start of the event, there will be no charge. If, however, a cancellation is made within 29 days of the start of the event, the following sliding scale of charges is applied:   |  |  | | --- | --- | | **Working days prior to the commencement date** | **Cancellation fee as a percentage of the full Charge** | | 29 to 21 | 25% | | 20 to 15 | 50% | | 14 to 7 | 75% | | Less than 7 | 100% |   In the event the delegate fails to attend or complete an event 100% of the Event charge will be payable.  These cancellation fees will either be deducted from any payment made in advance and the balance being refunded to the Customer or where payment has not already been made the College will issue an invoice in respect of the cancellation fees which the Customer shall pay within 30 calendar days.  In the event that the Course or Event is hosted at a non-College Location, the Customer shall be liable for all costs and cancellation charges incurred by the College in the event of cancellation by the Customer or its Delegates. For the avoidance of doubt, a non-College location is any site where the College is subject to cancellation terms of third party providers of accommodation.  **Notice of cancellation must be made by email via to** [events@college.police.uk](mailto:events@college.police.uk) |

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| Terms and conditions |
| All services related to your event are provided under the College’s standard terms and conditions for courses & events, which can be found at:  These terms apply to the contract to the exclusion of any other terms that the customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.  Completion, signature and electronic submission of this form signifies your acceptance of the [terms-and-conditions.pdf](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpaas-s3-broker-prod-lon-6453d964-1d1a-432a-9260-5e0ba7d2fc51.s3.eu-west-2.amazonaws.com%2Fs3fs-public%2F2021-02%2Fterms-and-conditions.pdf&data=05%7C01%7CHelen.Quigley%40college.police.uk%7C294de02312bf4c70aae608db879e8a5e%7C680d633d1744457e844060d694f69e7b%7C0%7C0%7C638252887287930117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EQ59Yws3MicQT62Rpq5kHzpnTjRPmV3jiwxSTIxioZk%3D&reserved=0)  **Note: by completing this booking form electronically, your signature to this document is implied and accepted.** |

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| Privacy Notice |
| The College of Policing will handle the information which you provide in compliance with Data Protection legislation. Your information will be processed for the purposes of registering you for this event and obtaining payment of delegate/accommodation fees where applicable.  The information will be processed under the lawful basis of being necessary for a contract.  In order for the College of Policing to fulfil its purpose your information may be shared with internal departments. Occasionally we may share your information with your force; this is mainly for the purpose of confirming your attendance and facilitating shared travel arrangements. Your information will not be shared outside of this process or with any other third party organisations.  We may also use your email contact details to keep you informed of related development-based activities or opportunities which may be of interest to you. If you do not wish to receive these updates then please contact events@college.pnn.police.uk and you can opt out at any time.  Your information will be held securely and only processed for the purposes stated above. We will hold your information for 2 years.After this period your information will be securely disposed of if you are no longer engaged with the College.  You have certain rights under Data Protection legislation. For more information please see our full [privacy notice](http://www.college.police.uk/Legal/fair-processing-notice/Pages/Fair-Processing-Notice.aspx), which can be found on the legal page of our website**:** <https://www.college.police.uk/Legal/fair-processing-notice/Pages/Privacy_Notice.aspx> |