

Events and Workshops Terms and Conditions

The services described in this document are provided by the British Office Supplies and Services Federation (BOSS).

Payment

Payment must be made before the event begins.

Substitutions, transfers and cancellations

We understand that occasionally you may need to cancel a place on an event. If you cancel the following charges apply:

28 working days before – fees payable 10%

28-14 working days before – fees payable 50%

14-1 working days before – fees payable 100%

Attendance

Events may be attended by delegates other than those named originally on the registration form, provided that BOSS is notified before the starting date.

Liability

BOSS reserve the right to amend the programme or cancel a course at any time, or to substitute a tutor.

Data Protection

British Office Supplies and Services (BOSS) understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers and will only collect and use personal data in ways that are described in our privacy policy, and in a way that is consistent with our obligations and your rights under the law. Please view our privacy policy here: <https://www.bossfederation.com/privacy-statement.html>