

## TERMS & CONDITIONS for Summer Camp BOOKINGS

### Payment

**Full Payment** must be made at time of booking

**€20 LATE cancellation fee** will apply – late cancellations include cancellations that are 14 days prior to Camp booking start date.

**NO REFUND** applies to last minute cancellation – last minute cancellations include cancellations that are 13 days or less prior to camp start date

**Change of dates:** - Dates may only be changed on the basis that there are places available on the new date requested. Payment must be made online via the Tanagh OETC website. All transactions are handled using a secure server hosted by **Stripe**. For more information on Secure Hosting's privacy policy, please refer to <https://stripe.com/ie/privacy>. Tanagh OETC does not hold payment details such as your card number, expiry date and security code.

### Data Protection / Personal Data on this form

The information provided on this **e-form** form will be retained and used by Tanagh OETC and centrally by Cavan and Monaghan Education and Training Board (CMETB).

CMETB is registered as a Data Controller under the Data Protection Acts 1988 and 2018. The personal data supplied on this booking form is required for the purposes of booking, administration, child welfare and to fulfil our other legal obligations. We use your personal data for purposes including booking administration; to provide you with appropriate support; to care for your health and wellbeing; to care for our staff and participants; to coordinate, evaluate; fund and organise educational programmes; to comply with our legal bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)

While the information provided will generally be treated as confidential to CMETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)

### COVID-19

If any members of the group are displaying symptoms or have tested positive for COVID-19 they should not attend Tanagh OETC. Further information on COVID-19 can be found at <https://www2.hse.ie/conditions/covid19/>

### Photographs/Digital Images of Participants

The Centre maintains a database of photographs and digital images, including video, of activities and events held over years. It has become customary to take photos and digital images of groups/individual students engaged in activities and events in the interest of creating a pictorial as well as historical record of the Centre. Photographs and digital images may be published on our website, social media pages or in brochures, newsletters, local and national newspapers and similar outdoor education-related productions. In the case of website or social media photographs and digital images, participant's names will not be displayed.

### Consent for Photographs/Digital Images (tick one only)

1. If you are happy to have your child's photograph/digital image taken as part of centre activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here

Consent to the processing of photographs/digital images of your child may be withdrawn at any time by contacting the Manager of Tanagh OETC or the CMETB Data Protection Officer at [dpo@cmetb.ie](mailto:dpo@cmetb.ie) or the address above.

### Parent or Guardian acceptance of Code of Conduct

**Code of Conduct:** Participants must follow the direction of the instructing staff in charge. Misbehaviour or bullying may result in the participant being excluded from Tanagh OETC Summer Camp and the fee will not be refunded.

**Parent or Guardian Consent:**

**I hereby permit** my child to participate in the summer camp programme. I understand and accept that there is some risk involved in all sporting activities. However I recognise that all reasonable and practical safety precautions will be taken by Tanagh OETC staff with regard to the health and safety of my child while on this course.

**I have read, understand and accept the above booking & payment conditions.**