

## **TERMS AND CONDITIONS**

Moreton Bay Regional Arts Festival Inc. is hereinafter referred to as "MBRAFI"

**REGISTRATION** can be completed on line; or by posting a booking form and \$80 deposit (or full payment of all workshop fees) to MBRAFI to PO Box 60, Beachmere, Qld, 4510. This fee is non-refundable if any of the classes booked are cancelled. Further enquiries can be directed to Liz Heber 07.5496 8418 or Averil Stanley 0438 194 750.

- Participants can register for multiple workshops
- All workshops must be fully paid by April 5, 2014.
- Any bookings received after April 5 must be paid in full on registration.
- Receipts will be issued and a statement provided to all participants who choose to pay their workshop fees in instalments.
- Workshop Fees include morning tea and lunch; however we are unable to provide specific dietary requirements.

## **CHANGE OF VENUE**

Should unforeseen circumstances require a change of venue, all workshop participants will be advised of any changes.

## **REFUND and CANCELLATION POLICY**

Should a workshop participant withdraw from a workshop; the MBRAFI advises that refunds are non-refundable except in exceptional circumstances to be determined at the time of the request for cancellation.

## **WORKSHOP MATERIALS LIST**

Upon registration and payment in full of all workshop fees, a Materials List for each workshop will be sent by your chosen method; either hard copy in the mail or by email.

## **PRIVACY POLICY**

MBRAFI complies with Information Privacy Principles contained in the Privacy Act 1988 in relation to its non-commercial activities; National Privacy Principles contained in the Privacy Act 1988 in relation to its commercial activities; Australian Direct Marketing Association Code of Practice in relation to how MBRAFI markets to our customers; Spam Act 2003 in relation to electronic marketing and the Do Not Call Register Act 2006 in the event that any telemarketing is undertaken.

MBRAFI values and respects an individual's right to privacy and is committed to meeting its legal obligations under the Queensland Information Privacy Act 2009 regarding handling and managing personal information of all individuals under the control of the Festival.

Personal information held by the MBRAFI is responsibly and transparently collected and managed by MBRAFI Management Committee in accordance with the Privacy Principles under the Information Privacy Act 2009 with regard to those relating to keeping information secure and protected.

All relevant Acts and policy documentation is published freely on websites and we subscribe to the management of personal information. Without limiting the generality of the above statement, your use of this website constitutes an acknowledgement that you have been made aware of the privacy policies.

## **Collection and Handling of your Personal Information**

In collecting and handling personal information from individuals, we comply with the Privacy Act 1988. We will only collect information that is necessary for your enrolment purposes and, wherever possible, will collect this personal information directly from you, and will ensure that this information about you is for MBRAFI use only and will not be disclosed to a third part unless required by law.

## **Accuracy, Quality and Security of your Personal Information**

MBRAFI will take all reasonable steps to ensure that information about you is accurate, complete and up-to-date and secure.

## **WAIVER**

Moreton Bay Regional arts Festival Inc. disclaims all responsibility for the content and technical accuracy of information provided by a third party on this website.