**Clarity Ireland**

 **Billing and Cancellation Policy Payment**

Where a Clarity Ireland course comprises of a year training then the weekend modules are to be purchased on a monthly payment plan. The fee for each course or weekend must be paid in full prior to the weekend start date. Payment for a course in full or commitment to a monthly payment plan and payment of the first instalment must be made at the time of booking. When the course comprises of a eight week session there is a need for a deposit of 80 euro to be paid in order to secure a place, and the full amount must be paid by Introduction session. Failure to receive the course fees in adherence with these terms means that Clarity Ireland reserves the right to request payment on the first day of the module, and if no such payment is made, to deny access to the module. Invoices and payment receipts are available to customers upon request. Clarity Ireland accepts payments in Euro, online via credit/debit card, BACS bank transfer and via post by cheques from an Irish bank. Prices: The prices quoted on this website and in our leaflets are correct at the date of publication (that is the earliest course date published within a leaflet) and for 90 days thereafter. Clarity Ireland reserves the right to adjust these prices in order to meet their true cost outside this period. Cancelling Courses All cancellations must be made via e-mail to katisimpson@clarityireland.com. Cancellations to bookings are non-refundable.

Cancellation of Courses by Clarity Ireland and Changes to Course Content: Clarity Ireland’s courses are constantly updated and improved and Clarity Ireland reserves the right to alter any of the courses’ content without prior notice. Clarity Ireland reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date or a full refund. Complaints Any complaints about Clarity Ireland and its courses must be sent in writing by email to katisimpson@clarityireland.com.

Privacy Policy Overview : Clarity Ireland is committed to transparency over our use of data for everyone who accesses the site. Under the Data Protection Acts of 1984 and 1998, we must comply with certain regulations which are designed to ensure that any data you provide to us is processed with due care and attention.

Internal Uses: The personal data collected by Clarity Ireland via this site consists of information such as your name, address, phone number, e-mail address, occupation and the courses you have attended. Any complaints about Clarity Ireland and its courses must be sent in writing by email to katisimpson@clarityireland.com and will be forwarded for consideration to the head teacher. Our primary purpose in collecting personal data is to provide you with a safe, smooth, efficient and customised experience. You agree that we may use your personal data to: Process your course bookings, collect payments, send joining information and monitor your attendance on courses Provide the services and customer support you request Resolve disputes and troubleshoot problems, deliver targeted marketing, advertising and service updates We do not store credit card details nor do we share customer details or personal data with any third party.

Our contact with our customers: Where we need to contact you in accordance with the ‘Internal Uses’ section above, we will generally do so via e-mail, but we may also contact you by phone or by letter on occasion. Deactivation of your account If you indicate in writing by emailing to katisimpson@clarityireland.com that you wish your personal data to be removed from our customer database, we will remove your personal data within 10 working days of the request. Accessing and correcting personal data If you indicate in writing by emailing to katisimpson@clarityireland.com that you wish to have a copy of the personal data stored on our database relating to you, we will send you a copy of this by e-mail within 10 working days of the request. If there are any inaccuracies in the personal data stored on our database relating to you, please inform us in writing by emailing to katisimpson@clarityireland.com, and we will correct the data on our database within 10 working days of the request.

Information Security: Clarity Ireland is committed to handling your personal data with high standards of information security. We use computer safeguards and authorise access to personal data only for those Directors or employees of the Mindfulness Association who require it to fulfil their job responsibilities. The Mindfulness Association uses secure severs operated by Infusionsoft Inc. to host and process it’s database of personal data. Policy Changes Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the website or through e-mail notification.