



Wiltshire Blind
A S S O C I A T I O N

A registered charity dedicated to serving the blind and partially sighted living in wiltshire

Moving On

Terms and Conditions

Please read the following information before completing your application form to attend Wiltshire Blind Association (WBA) Moving on Workshops. If you have any queries, please contact us on the telephone number at the end of this document.

Travel

It is the responsibility of participants to make their own way to the venue.

Data protection and confidentiality

Any personal information we hold about you or your sight/medical condition from your application form is provided to Wiltshire Blind Staff to enable them to offer appropriate assistance. All information is held in strictest confidence and will not be passed to a third party without your permission. We request that you also respect any personal information that may be given to you by other participants throughout the period of the programme.

Heath and Safety

A First Aider will be at the event at all times, the Wiltshire Blind Programme Coordinator will arrange for appropriate

treatment. At the beginning of each session we will go over fire evacuation.

Questions during the programme

Please feel free to contact the WBA throughout the programme with any matters that may arise as a result of any of the workshop sessions and they will be pleased to assist. If we are not able to answer your enquiry immediately, we will do our best to research and get back to you after the event.

Evaluation

During the programme we ask participants to give their views about the programme. We would be grateful if you could take a few minutes to complete and return the evaluation form to us before the close of the programme. Assistance can be given in completion of the form. The information is then used in the development and planning of future programmes.

Complaints procedure

The WBA aims to provide a quality service for all participants. We welcome your comments and take seriously any complaints about our service. If you have any cause for complaint during the programme, please come and talk this over with the Moving on programme coordinator.

General Information

Photography

We sometimes take photographs during the programme, which are then used by WBA in future promotional literature. If you prefer for your photo not to be used, please make this known to your Moving on Programme Coordinator.

Insurance

The WBA holds Public Liability Insurance. The WBA does not however provide insurance for the loss or damage for personal items or loss of any money or items brought to the programme.

Any queries regarding the information supplied within this document should be made to:

Wiltshire Blind Association
Moving On Coordinator
Margaret Hemmings
St Lucy's
1 Commercial road,

Devizes
Wiltshire
SN10 1EH

01380 723 682

WWW.wiltshireblind.org

Email enquiries@wiltshireblind.org