



NICHHS Group Sessions – Terms and Conditions (Online & In-Person)

By registering for and attending a **NICHHS group session**, whether delivered **in person** or **online**, participants agree to the following terms and conditions:

1. Participation

Workshops are designed to provide a safe, supportive, and interactive environment. Active participation is encouraged, but individuals may choose the level of engagement that feels comfortable to them.

2. Confidentiality

- To ensure trust and openness, all personal information, experiences, and discussions shared within the group must remain **strictly confidential**.
- Participants agree not to disclose or discuss any other participant's contributions outside the workshop setting.
- Breaches of confidentiality or disrespectful conduct may result in removal from the workshop.

3. Respectful and Supportive Conduct

All participants are expected to:

- Behave in a **non-judgmental and supportive** manner.
- **Listen actively** and attentively to others.
- Treat fellow participants and facilitators with **respect and kindness** at all times.

Disruptive, disrespectful, or inappropriate behaviour will not be tolerated and may result in removal from the session.

4. Online Participation Guidelines

For online sessions, participants are asked to:

- Join from a **quiet, private space** to maintain confidentiality.
- **Mute** your microphone upon entry.
- Keep their **camera on** where possible to support group engagement.
- Avoid recording or capturing any part of the session unless previously agreed.

5. Session Recording (online sessions)

- Workshops may be **recorded by NICHS** for the purpose of creating session notes and resources.
- Recordings will be stored securely and will not be shared publicly.
- Participants will be informed in advance if a session is being recorded, and the recording icon will be displayed at the top of the screen.

6. Access to Recordings and Notes (online sessions)

- Following the session, **recordings and summary notes** may be made available to participants for personal reference.
- These materials are intended to support continued learning and reflection and must not be shared externally without permission.

7. Data Handling & GDPR

- We are committed to protecting your personal data in accordance with UK GDPR regulations and guidelines.
- Any personal information collected for registration or feedback purposes will be stored securely and used only for group session-related communications.
- Your data will not be shared with third parties without your explicit consent, unless required by law.
- You may request access to, correction of, or deletion of your personal data at any time.

8. Cancellation Policy

As spaces may be limited;

- **Cancellations must be made at least 48 hours in advance** of the scheduled workshop, through the online booking system, to allow others the opportunity to attend.
- Late cancellations or non-attendance without notice may result in restrictions on future sessions.
- In the event of unforeseen circumstances or facilitator illness, we reserve the right to cancel or reschedule the workshop. Participants will be notified as soon as possible and offered an alternative date if possible.