



APPLICATION FORM: Psychotherapy of trauma with Brainspotting Phase I.

the training will be held online in English

Date: 4. – 6. February 2022

The training will take place Friday to Sunday from 9:30am to 5:30pm.

Payment:

- The price of the workshop **UNTIL 16 December 2021 is 540,00 EUR.**
- The price of the workshop **FROM 17. December 2021 is 590,00 EUR.**

Registration fee is **250,00 EUR.** In case of your cancellation, we follow the general conditions in the Application Form.

Fill in the Application form and send it signed via e-mail brainspottingslovenia@gmail.com

The education is intended for psychotherapists, individuals who are in psychotherapeutic education or other mental health professionals.

Participant:

Name and surname* _____

Address* _____

E-mail address* _____

Phone number * _____

Education _____

Profession _____

Therapy orientation _____

***If the payer of the invoice is a legal entity:**

Name _____

Tax number _____

Address _____

We will use the personal data marked with * and submitted via the application form for the needs of the organisation (e.g. so that we can issue you an invoice and a certificate or contact you in regard to the organisation).

Personal data on education, occupation and therapy orientation will only be used to review compliance with the conditions of participation. Only psychotherapists or individuals in psychotherapy education can attend the training.

Your e-mail address and address will be used to inform you via e-mail or regular mail about the next training courses or events of the Brainspotting Institute if your consent is given below.

Applying for the training means the establishment of a contractual relationship with the Brainspotting Institute, Cesta v Rožno dolino 11, 1000 Ljubljana, or a request for the establishment of such a relationship. The processing of personal data described in the previous paragraphs is therefore based on such a contractual relationship or the requirement to enter into such a relationship.

If the application is not submitted by the person whose data is submitted via the application form (e.g. the representative of the organisation registers another employee), it is the obligation of the person submitting the application form to have an appropriate legal basis for transmitting personal data of another person via the application form (e. g. that they have the consent of the applicant) and to inform the applicant about the processing of his/her personal data as stated in the application form and in these conditions.

Personal data for the purpose of photographing or recording, further informing about the next training courses or events are processed on the basis of your consent, which can be revoked at any time by contacting us at the Brainspotting Institute, Cesta v Rožno dolino 11, 1000 Ljubljana or brainspottingslovenia@gmail.com.

We keep personal data from this application form for another six years after the last day of training or after the revocation of consent, because various legal claims related to education are still possible during this period. The basis for such storage is the legal interest of the Brainspotting Institute. You can object to such storage and we will consider your case individually.

I consent to the use of personal information such as name, surname, address and e-mail address for the purposes of informing about upcoming events and training courses of the Brainspotting Institute, I am aware of the protection of personal data. *Circle:*

YES NO

The training is photographed, video and audio recorded for educational and promotional purposes. I agree that the Brainspotting Institute will photograph me, make video and audio recordings as part of my education process. *Circle:*

YES NO

By signing the application form, I confirm that I am familiar with the terms and conditions of participating in the Brainspotting Institute training courses.

By signing, I accept the obligation to treat the content of received education as confidential.

Date: _____

Applicant's signature:

GENERAL REQUIREMENTS FOR PARTICIPATING IN EDUCATIONAL COURSES OF THE INSTITUTE BRAINSPOTTING

Paying the fee

The fee for attending the education course is paid in a lump-sum or in instalments if thus stipulated. The so-called enrolment fee should be paid when enrolling in the education course. By submitting a filled-out and signed application form and paying the enrolment fee, an enrolled person or an organization is enabled to attend our education course, while the person or the organization is thus obliged to pay the entire fee for attending the education course. The agreement about the implementation of the education course is deemed valid when a participant is informed about being accepted. The agreement about the implementation is final when an applicant is informed that he/she may attend the education course. In case the number of places in the course is limited, we will, when confirming applications, follow the principle *first come, first served*, and take into account certain criteria.

In case a person or the representative of the applicant organization does not attend the education course and does not revoke the participation under the above terms, this does not annul the obligation to pay the attendance fee and the paid attendance fee is not reimbursed. Partial reimbursement is possible only in case a participant revokes his/her participation due to exceptional circumstances or due to the cancellation by the organizer.

Payment of the fee is carried out on the basis of a financial quote or an invoice to the current account: Inštitut Brainspotting, Cesta v Rožno dolino 11, 1000 Ljubljana; IBAN: SI56 6100 0002 0902 974, opened at the bank DELAVSKA HRANILNICA d.d. LJUBLJANA

The box "Purpose of the transfer" should include the first and the last name of the participant and the name of education course.

Participation in the education course

Participating in education course is possible only under the condition that a person or an organization has paid the fee or has paid the agreed enrolment fee.

Participants in the education course are checked against the attendance list. All participants are required to confirm their attendance by signing the attendance list.

Cancelling the education course and reimbursing the fee

If a participant wants to cancel his/her participation in the education course, he/she must do this in a written form. A participant cancels the attendance in education course by informing the Institute Brainspotting to the e-mail address brainspottingslovenia@gmail.com.

The date of receiving a written cancellation is the basis for calculating the costs of cancellation, namely:

- for cancellation at least 90 days before the beginning of the education course (until November 6th 2021), organizer keeps 5 % of the entire value of the education course to cover administrative costs;
- for cancellation at least 40 days before the beginning of the education course (until December 26th 2021), organizer keeps 30 % of the entire fee;
- for cancellation 39 days or less before the beginning of the education course (from December 27th 2021), no amount of the fee is reimbursed;
- in case of a serious acute illness, grievous injury of a participant or his/her immediate family (parents, children, spouse) (with a medical certificate) or death in the family, 95 % of the paid fee is reimbursed.

Discontinuation of the education course by a participant does not absolve him/her from paying the entire

fee.

In case the Institute Brainspotting will, for whatever reason, not be able to carry out the education course in the set period, the education course will be postponed and the paid fee will not be reimbursed.

Carrying out the education course

Organizer reserves the right to change the date, the location of the education course or to cancel the education course (e.g. because of a lecturer's illness, other exceptional circumstances or insufficient number of applications), of which the participants will be informed in advance.

The education course is carried out in the Slovenian language. In case of a guest lecturer, it is carried out in the English language.

Education courses can be, with a prior agreement of the participants, recorded (audio, video or photo) and used for educational or promotional purposes.

All participants undertake to treat the contents of the education course, the part which includes practical demonstration of psychotherapy, as confidential. The participants may not record the education course (by means of video, photo or audio recording).

The training materials used by the lecturers and implementers of the training are under the authors' copyright. It is forbidden to use them in education without an explicit permission of proprietor and indicating their source.

At the end of the education course, certificates will be issued. In order to receive the certificate, participants should attend the entire education course.

Responsibility and recommendations for personal work and study

The education course is intended for professional upgrading of knowledge, not for personal growth or psychotherapy. The education course may undoubtedly bring to the surface certain emotional issues which sometimes cannot be resolved during the education course itself, we thus recommend that each participant see a suitable psychotherapist.

The Institute Brainspotting is not responsible for continuation of therapy in event of opening a personal case during the presentation of the therapy which is carried out during the education course, be it in case of a participant or an observer.

Personal data protection

The manager of personal data is the Institute Brainspotting, Cesta v Rožno dolino 11, 1000 Ljubljana, e-mail: info@brainspottingslovenia.com.

Personal data and a time limit for the retention

For the purpose of organizing and carrying out the educational courses, we process personal data, which you send us on the application form for education course (first name, last name, address, contact e-mail address, contact telephone number, finished education, profession, therapy orientation), these data will be used for the purpose of organizing the education course (e.g. so that we can check whether conditions are met).

Enrolling in the education course means that you have entered a contractual relationship with the Institute Brainspotting, Cesta v Rožno dolino 11, 1000 Ljubljana, or it means you required to enter such relationship - if the number of places is limited and the participants are being selected on the basis of their applications. The processing of personal data described in the previous paragraph is consequently based on such »contractual relationship« or »the requirement« to establish such relationship.

If the application to the education course is not sent by a person whose data are on the application form (e.g. a representative of an organization enrolls another worker), it is the responsibility of a person who sends the application form to have an appropriate legal basis to pass on personal data of another person in the application form (e.g. the applicant's consent) and to inform the applicant that his/her personal data are being processed as stated in the application form and under these conditions.

First name, last name, address, e-mail address and telephone number which you provide in the application form will be used, with your prior consent, to inform you about our future education courses or events. Receiving such information can be cancelled anytime by clicking the appropriate link which is at the bottom of each message, or you can write us to the address brainspottingslovenia@gmail.com. In case of cancelling, we will no longer send news to your e-mail address.

In case of cancelling, we will only retain a copy of your consent (which contains also your personal data: first name, last name, address, e-mail address), they will be finally deleted from our records at least after three years after receiving your cancellation. The rationale for such storage period of the copy of your consent is our so-called »lawful interest«, as we can only in this way provide the proof that we had legally used your e-mail address to send information until your cancellation.

During the education course, there is a greater likelihood that you will be photographed or recorded as a participant, and that such pictures or recordings will be published on the Internet or in media or in some other way made accessible to a wider public or participants of future education courses. We process your photographs or recording on the basis of your prior consent. In case you do not provide your consent, you will be asked to step aside when photographs are taken, or you will be provided a special place to participate in the education course.

In case you withdraw your consent, we will be storing your photographs or recordings for six years after your withdrawal of consent. The rationale for this period is our so-called »lawful interest«, as we need these data in case of your or our legal claims in regard to your participation at a public event and in regard to the consent given.

Confirming the attendance at the education course

During the education course, confirming the attendance of participants is required, as we need these data in order to fulfil the demands to you or for our own operating (e.g. so that we can issue or send a certificate of attendance et cetera).

Confirming the attendance with your signature is made possible by signing a prearranged attendance list.

If this does not suit you, you are obliged to report to the responsible person at least five minutes before the beginning of the education course and sign a special certificate to confirm your attendance.

The time limit for the retention of the personal data

We store the personal data collected by application forms, joint attendance lists and individual attendance certificates for six years from the day of the education course.

The rationale for this storage period is our so-called »lawful interest«, as we need these data in case of your

or our legal claims in regard to your participation in the education.

Your rights in regard to personal data protection

Each individual whose personal data we process has the right to be presented with his/her personal data (which data about you we possess, on what basis, and why we use them), their correction and, in case of conditions determined in accordance with the applicable rules, also the right to deletion, the limitation of processing these data and their transferability.

You can at any time withdraw the consent which you have given for collecting, processing and transferring your personal data for a certain purpose; after we receive the note that you have withdrawn your consent, we will stop processing your personal data for the purposes to which you initially agreed, except if we have another legal basis to do it legally.

If processing of personal data is based on »lawful interest« and you are of the opinion that your interest, taking into account your concrete situation, overrules our interest, we kindly ask you to send us this information to the address brainspottingslovenia@gmail.com, so your situation will be addressed individually.

If you are of the opinion that we have published at our webpage your personal datum (e.g. photograph) and that we lack appropriate basis for this, we kindly ask you to send us this information to the address brainspottingslovenia@gmail.com.

Each individual has also the right to lodge a complaint in regard the processing of his/her personal data with Information Commissioner, Dunajska cesta 22, 1000 Ljubljana, Slovenia (webpage: www.ip-rs.si).

If you have additional questions in regard to personal data protection at our education courses, or if you are exercising your right to object the processing of your personal data on the basis of our so-called »lawful interest«, write to our address brainspottingslovenia@gmail.com.