

Terms and Conditions for Advance Training Courses at the Mary Lyon Centre at MRC Harwell

Privacy Policy

The Mary Lyon Centre at MRC Harwell as part of the Medical Research Council (MRC) and UKRI (UK Research and Innovation), is committed to openness, transparency, good record-keeping and effective communication in our handling of all requests for information.

All information collected on Data Subjects with consent, will only be used for the purpose it was collected and only shared as detailed in the consent information provided. Consent will be updated in line with Data Subjects requests.

Data filed on Data Subjects contacting the Mary Lyon Centre at MRC Harwell for general information or advice may be held but not shared or processed for any purpose.

Further information can be found on the MRC website about [Freedom of Information requests](#)

- The Freedom of Information Act 2000 and Environmental Information Regulations 2004 give you specific rights to obtain information about what we do and how we do it.
- The Data Protection Act 1998 gives you the right to see personal information we hold about you

If you cannot find the information you are interested in, or if your request relates to your own personal data please contact us using the form provided.

To make a request for your own personal data under the General Data Protection Act, please refer to the information on the UKRI website which can be [found here](#).

Delegates and staff are responsible for their own loss of information.

Health and Safety

Employees and delegates have a duty to take reasonable care of their own health and safety and a responsibility for the health and safety of others who may be affected by their activities.

Security

MRC Harwell campus is a secure site. When on site you will be provided with a temporary identification badge and lanyard, this must be worn at all times on site and returned each day to Security upon leaving. The speed limit on site is 15 MPH. Vehicles must not be left onsite overnight without prior approval. Hand-held mobile phones must not be used whilst driving on site. The UKRI accepts no responsibility for the security of delegate vehicles. No equipment is to be left on site without the MRC's expressed permission.

Medical Conditions

Please inform the Advance Training Administrator if you have any medical conditions or dietary requirements/restrictions that we should be made aware of, prior to commencing any training.

First Aid/Accidents

First Aid-trained staff are on site to help you if an emergency situation occurs. All accidents and incidents should be reported and will be appropriately investigated.

Smoking/E-cigarettes

Smoking is not permitted within any building on site or outside buildings where they are 'No Smoking' or 'Highly Flammable' signs. Smoking and e-cigarettes are permitted by the designated area by Building 383. Please speak to the Advance Training Administrator for the location of this.

Risk Assessments

All training courses held in Advance at the Mary Lyon Centre at MRC Harwell have undergone the relevant risk assessments. Prior to delegates attending training courses, they will be sent the relevant course-specific risk assessments.

Code of Conduct

All employees and visitors must behave in a way that creates a working atmosphere that is based on trust, cooperation and mutual respect for others. The Mary Lyon Centre at MRC Harwell will not tolerate behaviour that could lead to hostility.

Equality and Diversity

Employees, training delegates and everyone they interact with at the Mary Lyon Centre at MRC Harwell have a right to be treated with fairness and equity. Employees and delegates are therefore required to comply with the UKRI Equality & Diversity policy and, in particular, have a personal responsibility to prevent their behaviour having an unfair discriminatory effect, irrespective of the intention, behind their behaviour. Employees and delegates are also expected to comply with the UKRI policy on Harassment.

Training Course - Cancellation Policy

To receive a refund for training course registration, a cancellation must be received in writing (email) to training@har.mrc.ac.uk thirty days prior to the start date listed for the course.

Due to administrative fees in processing a delegate's application to attend training, refunds are subject to the following deadlines:

- If a cancellation occurs earlier than thirty days before the start date for the course, the delegate will receive 90% of their registration fee.

- If a cancellation occurs 10-29 days before the start date for the course, the delegate will receive 50% of their registration fee.
- If a cancellation occurs less than 10 calendar days before the start date listed for the course, there is no refund available for the delegate.
- If the delegate is unable to attend the course, but can nominate a qualified colleague in their absence, the Mary Lyon Centre at MRC Harwell will transfer the registration at no additional expense.

If the course is cancelled by the Mary Lyon Centre at MRC Harwell, the entire registration fee will be refunded to the delegate.

Protecting our Resources

Delegates to Advance training courses should not publish or otherwise disseminate the resources provided without appropriate permission from the training coordinator and acknowledgement.

Disclaimer: The Mary Lyon Centre at MRC Harwell provides resources in good faith, but makes no warranty, express or implied, nor assumes any legal liability or responsibility for any purpose for which the material may be used.

Use of IT and Communication Systems

Radios and portable players are not to be used within the buildings and grounds of the MRC Harwell campus.

Mobile phones are only permitted in non-animal areas and the use of cameras is only permitted under certain circumstances with the permission of the individuals being photographed.

Please check with the Advance Training Centre management if you are unsure.

Please note that Guest use of our Wi-Fi is subject to the Mary Lyon Centre at MRC Harwell's Acceptable Use policy.

Political Protests

You have the right to protest. For the safety of our staff and animals, MRC Harwell maintains the right to remove you from site.

Review of Policy

Policies are regularly reviewed to incorporate any legislation or logistical changes.