**DIAL Global Ltd - Terms and Conditions for Virtual Workshop Series Members**

**Payment Terms**

* 7 days from the date of invoice. All bookings are made in accordance with DIAL Global’s general membership terms and conditions.

**General Membership Terms & Conditions**

**Membership:**

* Your 12-month membership includes
* Access to the DIAL Global Virtual Workshop Series
* Exclusive access to members networking lounge
* Access to exclusive online content including videos
* Bespoke agenda, built around your personal challenges

DIAL Global may notify you of other member services which become available to you during the membership term. Your membership is transferable but cannot be cancelled.

**Scope of Agreement**

* These terms and conditions (‘Terms’) and any order submitted by you, the member (‘Order’), comprise the contract between you, the member (“You” or “Member”), and us, DIAL Global governing your use of the services, including any services accessed through our website https://dialglobal.org/ (the ‘Site’) and attendance at your chosen DIAL Global workshop.
* These terms are binding on the parties upon confirmation by DIAL Global of acceptance of the order submitted by You.

**Who We Are and How to Contact Us**

* <https://www.dialglobal.org/> is a website operated by DIAL Global Ltd.
* We are registered in England and Wales under company number 11899632
* We have our registered office address at Fulford House, Newbold Terrace, Leamington Spa, Warwickshire, CV32 4EA.
* Our VAT number is GB320008665.
* To contact us, please email [hello@dialglobal.org](mailto:hello@dialglobal.org).

**Attending the DIAL Global Virtual Workshops Series**

* You confirm that: you are appropriately qualified for attendance for each virtual workshop; you will conduct yourself in a proper and professional manner
* You will adhere to any health and safety, security or other requirement of DIAL Global and you will comply with any policies or similar requirements notified to you in advance of the DIAL Global workshop or in the DIAL Global workshop materials.

**Changes to Your Membership: Made by You**

* Membership can be cancelled within the first 30 days.
* Thereafter membership cannot be cancelled but is fully transferable to an appropriately nominated colleague within your business.
* DIAL Global reserves the right to reject attendance of the recommended colleague should they not meet the required eligibility standards.
* If you are unable to attend a virtual workshop, you may elect one member of your team of equal or similar seniority to yourself to attend the live discussion. You can do this by forwarding the invitation allowing your colleague to register themselves or by yourself.
* Should you wish to discontinue your membership you may transfer it to a colleague of similar standing in terms of business and financial responsibility, and who is also employed by your employer, subject to their acceptance of DIAL Global’s terms and DIAL Global’s prior written approval (in its discretion).

**Fees and Payment**

* You will arrange for your membership fee and any fees in respect of any additional DIAL Global workshop, where applicable, to be paid in full within the time specified in the order.
* You confirm that your employer will be responsible for payment of all fees due to DIAL Global.
* You confirm that you are duly authorised by your employer to purchase the membership, and where you are placing an order on behalf of one or more colleagues, you confirm that you are duly authorised by them.
* DIAL Global may at its discretion withhold any information relating to any DIAL Global virtual workshop and/or refuse you entry to the DIAL Global workshop unless and until all fees due to DIAL Global are paid in full.
* Your membership will commence of fees being paid either in full in advance or on the monthly subscription rate.
* All fees payable to DIAL Global will be paid in full without any deduction, counterclaim or set-off.

**Changes to Your Membership: Made by DIAL Global**

* DIAL Global may change the date of any DIAL Global virtual workshop at any time. DIAL Global will notify you in writing of any changes as soon as reasonably practicable.
* DIAL Global may cancel any DIAL Global virtual workshop by giving you written notice, in which case you may: transfer to a colleague of equal or similar seniority to yourself.
* Your membership fee is non-refundable except as set out in these terms.
* DIAL Global may at its discretion cancel any membership without giving any reason for such cancellation. In such event, DIAL Global will promptly refund to you all fees paid pro-rata in respect of such cancellation.
* DIAL Global will terminate your membership in the event of a material breach of these terms by you which, where such breach is capable of remedy, has not been remedied within five (5) days of you receiving notice of the breach from DIAL Global. In the event of a termination by DIAL Global under this paragraph, there will be no refund of any fees paid.
* Your user identification code or password may be disabled at any time if in our reasonable opinion, you have failed to comply with the provisions of these terms.

**Use of the Site**

* You may use the site only for lawful purposes.
* You may not use the site: in any way that breaches any applicable law or regulation; to distribute any material which does not comply with our content standards (as set out in the content standards paragraph below); to send any unsolicited promotional material (spam); or to knowingly transmit any material that contains viruses or any other harmful programs.
* You also agree: not to disclose your login details and password to any third party; not to copy any part of our site; and not to interfere with any part of our site or our software.

**Interactive Services**

* We may provide different interactive services on our site, including the ability to communicate online with other members, discussion boards and blogs (‘Interactive Services’).
* We are not liable for any loss or damage arising from the use of any interactive service by a user in contravention of our content standards.
* You agree that any content you upload to our site may be used and stored by us for the purpose of providing the interactive services.

**Content Standards**

* These content standards apply to any and all material which you contribute to the site (‘Contributions’), and to any interactive services associated with it.
* You agree to comply with our content standards at all times.
* Contributions must comply with applicable law in the U.K. and in any country from which they are posted.
* Contributions must not: contain any material which is defamatory of any person, obscene or offensive; contain or promote violent or sexually explicit material; promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age; infringe any third party’s Intellectual Property Rights; breach any legal duty; promote any illegal activity; be likely to harass any other person; be used to misrepresent your identity or affiliation; or give the impression that they emanate from us, if this is not the case.

**DIAL Global’s Intellectual Property Rights**

* DIAL Global is the owner or the licensee of all Intellectual Property Rights in our site, the material published on it, and the course materials provided for our DIAL Global virtual workshops.
* Those works are protected by copyright laws and treaties around the world. All such rights are reserved.
* In these terms, Intellectual Property Rights means moral rights, trademarks, business names and domain names, goodwill, rights in computer software, database rights, and all other intellectual property rights, in each case whether registered or unregistered and all similar or equivalent rights or forms of protection in force now or in the future in any part of the world.
* Any modification of the paper or digital copies of any materials you have printed off or downloaded is not permitted.
* You must not use any part of our content for commercial purposes without obtaining a licence to do so from us or our licensors.

**Limitation of Liability**

* Nothing in these terms shall limit or exclude DIAL Global’s liability for death or personal injury caused by its negligence; fraud; or any other liability which cannot be limited or excluded by applicable law.
* Subject to the previous paragraph: (a) DIAL Global will have no liability for any special damages, loss of profits, loss and/or corruption of data, or any indirect or consequential loss; (b) neither DIAL Global nor the DIAL Global virtual workshop course leader provides any representation or guarantee that the content of the DIAL Global virtual workshop or the content on the site will be free from errors and omissions, or that the site, or any content on it, will always be available or uninterrupted; and (c) DIAL Global’s total liability to you, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with these terms shall not exceed the total of your fees paid to DIAL Global.

**Miscellaneous**

* These terms constitute the whole agreement between us and supersede all previous agreements. You acknowledge that you have not relied on, and will have no right or remedy in respect of, any statement, representation, assurance or warranty other than as expressly set out in these Terms.
* If any term is found to be invalid by any court having competent jurisdiction, the invalidity of that provision will not affect the validity of the remaining provisions of these terms, which shall remain in full force and effect.
* Even if we delay in enforcing any of these terms, we can still enforce them later and such delay will not constitute a waiver of any of our rights and remedies.
* Notices may be sent by email and references to ‘in writing’ include by email.

**Governing Law and Jurisdiction**

* These terms shall be governed by, and construed in accordance with, English Law and the parties irrevocably agree to submit to the exclusive jurisdiction of the English courts.

**Data Protection Act**

* We take the protection of your data seriously.
* The personal data you provide will be kept confidential and used to support your customer relationship with DIAL Global.
* Data is collected in accordance with the Data Protection Act 1998 and our Privacy Policy which is available on our Site.
* For further information please refer to our Privacy Policy <https://www.dialglobal.org/privacy>

**DIAL Global - Privacy Policy**

**Last Updated: May 2019**

**Commitment to User Privacy**

* DIAL Global is committed to protecting your privacy.
* This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.
* Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.
* If you have any questions or concerns, please e-mail [hello@dialglobal.org](mailto:hello@dialglobal.org).
* By visiting <https://www.dialglobal.org/>you are accepting and consenting to the practices described in this policy.

**The Information We Collect from You**

* We will collect and process the following data about you:
* Information you give us. This is information about you that you give us by filling in forms on our site <https://www.dialglobal.org/> (our site) or by corresponding with us by phone, e-mail or otherwise.
* It includes information you provide when you register as a member on our site, participate in discussion boards, instant messaging or other social media functions on our site, complete a survey promotion or survey and when you report a problem with our site.
* The information you give us may include your name, address, e-mail address, phone number, job title, employer details, personal description and photograph.
* Information we collect about you. we will automatically collect the following information when you visit our site: your IP address; browser type; operating system; referring website addresses and information about your visit, including access times, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

**Use of Cookies**

* A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree.
* Cookies contain information that is transferred to your computer’s hard drive.
* Our site uses cookies to distinguish you from other visitors.
* This helps us to provide you with a good experience when you browse our site.
* When you visit our site, a cookie (a small text file) is placed on your machine (if it is accepted) to provide you with a personalised experience and to allow us to collect information about your visit.
* You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies you may not be able to access all or parts of our site.

**How We Use the Information**

* Information you give to us.
* We will use this information to carry out our obligations arising from any contracts entered between you and us and to provide you with the information and services that you request from us; to provide you with information about other services we offer that are similar to those that you have already purchased or enquired about; to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you.
* If you are an existing customer, we will only contact you by e-mail, SMS or phone call) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you.
* If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this.
* If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box on the form on which we collect your data; to notify you about changes to our service; and to ensure that content from our site is presented in the most effective manner for you and for your computer.
* Information we collect about you. We will use this information: to administer our site; to improve our site; to allow you to participate in interactive features of our services; to keep our site safe and secure; to measure the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you; to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.
* You have the right to ask us not to process your personal data for marketing purposes.
* We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.
* You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at <https://www.dialglobal.org/>.
* If your personal information is incorrect, changes or if you no longer wish to receive information from us, we will correct, update or remove your information on request.
* Please note that while we will endeavour to make the updates as promptly as possible, communications may be sent using the original details until the changes have been processed.

**Information sharing: Where We Store the Information**

* The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”).
* By submitting your personal data, you agree to this transfer, storing or processing.
* We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
* All information you provide to us is stored on our secure servers.
* Any payment transactions will be encrypted.
* Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

**Links to Other Websites**

* Our site may contain some links to other websites. Please be aware that DIAL Global is not responsible for the privacy practices of such other sites. This privacy statement applies solely to the information collected by DIAL Global.

**Access to the Information**

* The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.
* Any access request will be subject to a fee of £15 to meet our costs in providing you with details of the information we hold about you.

**Notification of Changes**

* We will keep this policy updated in line with new legislation and best practice.
* When we do, we will also revise the “last updated” date at the top of the policy.
* Please check back periodically for updates.