

TERMS & CONDITIONS for 17th Annual bioProcessUK Conference 2020

Payment of Fees

By completing the event registration form, the attendee is committing to attend and therefore pay for the applicable amount (complying with the cancellation policy below).

All payments should be made prior to the event

You are encouraged to pay by means of **credit and debit card** or you can choose the invoice option. Invoices should be paid within 30 days of the invoice date.

If you wish to pay by **BACS**, please send remittance advice to accounts@bioindustry.org

Bank name:

Lloyds, 1 High Street, Carfax, Oxford, OX1 4AA

Sort Code: 30-96-35

A/c No: 00069829

Swift Code: LOYDGB2L

Payment can also be made online via the link that is on your invoice.

Cancellation and refunds

All cancellations must be made in writing by email to Marzia Sguazzin at msguazzin@bioindustry.org.

Any cancellation will be subject to a 20% cancellation fee. We encourage you to send a colleague in your place where possible.

Should we cancel or postpone the event you will be entitled to cancel your registration and to receive a full refund.

Data collection and use

1. Your full name, company name, job title, email address and telephone number will be collected and stored by the **BIA** in line with its [privacy statement](#) upon registration and used to contact you with regard to this event.
2. Your full name, company name, email address and job title will be shared with **Swapcard** (<https://www.swapcard.com/>) the main virtual event platform we plan to use for this event. It will be used to set up an account for you on the platform.

Once logged into your Swapcard account you will have the choice of adding further information about yourself.

Swapcard undertakes to comply with data protection regulations and in particular with EU regulation 2016/679 of the European Parliament and Council of 27 April 2016 (General Data Protection Regulation). (Hereafter the **GDPR**).

Swapcard implements a personal data protection policy. Its characteristics are explained in the [Confidentiality Policy](#). The User is expressly invited to peruse the document.

Swapcard guarantees that its sub-processors who may collect and process personal data on its behalf as part of the provision of the services implement the appropriate technical and organizational methods to ensure compliance with the GDPR and more generally with personal data regulations.

Swapcard notably guarantees that the procedures applied by the aforementioned sub-processors are governed by contractual provisions compliant with GDPR rules.

The App User is informed and agrees to sharing with Swapcard the data that appears in their Account and the data relating to their participation in the Event.

This information required by Swapcard is needed for the App to work. The Application aims to enable users to share content and easily connect with each other before, during and after the Event, in order to expand their professional network. [Click here to see Swapcard's full T&C](#)

Your data will be deleted from the platform one month after the event.

3. In order to access the evening networking event on 1st December we will share your email address with **Remo** (<https://remo.co/>) a separate software. You will be sent joining instructions for this prior to the event. When accessing the event you will have the option to enter a display name, a profile picture, your job title, company name and social media links.

[Click here for full details of what data will be collected by Remo and how it will be processed and stored.](#)

4. In order for you to fully partake in the evening networking scheduled for 1st December, we will arrange for a small food hamper and a beer tasting kit to be delivered to you. We will therefore need to collect your postal address (a separate link will be sent out to collect this data). Your postal address will then be shared with **'the Tasting Quarter'** (<https://thetastingquarter.com/events/craft-beer-tasting/>) who will arrange delivery of the beer tasting kit. It will also be shared with **The Artisan Smokehouse Ltd.** (www.artisansmokehouse.co.uk) who will deliver the hamper.

Beer tasting entertainment – The Tasting Quarter

As part of the evening entertainment scheduled for 1st December a beer tasting kit will be delivered by The Tasting Quarter to attendees who have provided a personal postal address to the BIA (a link will be sent out in due course). Please note the following:

- a) **The number of beer tasting kits is limited and they will be distributed up to availability.**
- b) Deadline to receive the postal addresses is 2pm on 20th November.
- c) The beer tasting kits can only be sent to UK addresses.
- d) Addresses received after the deadline will not be considered.
- e) We will not take responsibility for deliveries that fail due to incomplete or incorrect addresses.
- f) Guests are not permitted to record the event in any form without the express permission of the Client or the Company.

Your data will only be processed for the delivery of the Virtual Event and may be processed by the Company or its appointed sub-processor. Both the Company and its appointed sub-processor are registered with the Information Commissioner's Office and fully comply with all General Data Protection Regulation guidelines. Please see the Company's privacy policy notice on www.thetastingquarter.com/privacy-notice-terms-use.

Hamper – The Artisan Smokehouse Ltd.

As part of the evening entertainment scheduled for 1st December the BIA is also organising the delivery of a small food hamper to attendees. Please note the following

- a) **The number of pre-ordered hampers is limited and they will be distributed up to availability.**

- b) The postal address you provide us for this purpose will be shared with The Artisan Smokehouse Ltd.
- c) Deadline to provide your postal address to us is 2pm on 2nd November.
- d) Addresses received after the deadline will not be considered.
- e) We will not take responsibility for deliveries that failed due to incomplete or incorrect addresses.
- f) Deliveries outside the UK are not possible.
- g) The hamper we have sourced are suitable for vegetarians. Please note they contain cheese and nuts.

The Artisan Smokehouse does not disclose any buyer's information to any third party, other than those who require information to ensure successful fulfilment of your order, for example, Shopify Inc and APC Overnight Couriers. Each party will only receive information they require in order to effectively and securely provide their services to you. Personal information collected will include: your name, e-mail address, billing address, delivery address, telephone number, product selections, credit card or other payment information. If we are required by law to do so or if you violate our Terms of Service, disclosure of personal information may be required.

The data that the BIA will collect from you will be treated in accordance to the above and to our [privacy statement](#). This is necessary in order for you to be able to join the online event and is therefore a precondition of service.