The Henley Centre for HR & Organisational Capability

WEBINAR Terms and Conditions

1. **Definitions**

Delegate: means any person who accepts these terms and conditions, pays the full booking fee and accesses the webinar as advertised by the Henley Centre for HR & Organisational Capability;

Henley: means Henley Business School Limited, company number 07019049, the registered office of which is at University of Reading, Whiteknights, PO Box 217, Reading, RG6 6AH

2. **Bookings**

These terms and conditions shall come into force upon the receipt of the booking fee in full and acceptance by the Delegate.

3. **Payment terms**

The Delegate must pay in advance and in full for the webinar. All prices are inclusive of VAT at the applicable rate.

4. **Intellectual property**

All intellectual property rights in any content forming part of the webinar shall be owned by Henley. The Delegate shall not:

i. Copy or reproduce the webinar materials;
ii. Disclose the webinar materials to third parties; or
iii. Use the webinar materials or elements thereof as part of training programmes.

5. **Liability**

Henley makes no express or implied warranties or representations in relation to the webinar and all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded.

Except as prohibited by law, Henley's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with these terms or its performance, or contemplated performance, shall be limited to the booking fee paid by the Delegate.

If there is a technical fault with the webinar or it is otherwise inaccessible, the Delegate must notify Henley at hroc@henley.ac.uk as soon as they become aware of the problem. Henley will use reasonable endeavours to rectify the issue as soon as reasonably practicable. If the content is unavailable to view due to a technical issue on the fault of Henley and Henley is unable to rectify this within a reasonable time, the Delegate is entitled to request a refund of the full fee paid, which shall be paid within 30 days of the request.

6. **Privacy policy**

Henley will collect, hold and process personal data relating to the Delegate ("personal data") in order to provide the webinar and for the purposes stated in the University of Reading's Student Privacy Notice, which Henley has adopted for the purposes of these terms and can be found at: http://student.reading.ac.uk/essentials/_the-important-stuff/values-and-behaviours/data-protection.aspx.

The University of Reading's Data Protection Policy www.reading.ac.uk/web/FILES/imps/Data-Protection-Policy-CURRENT.pdf and Data Protection Guidelines which Henley has adopted for the purposes of these terms, set out guidance for staff, students and others who process personal data on behalf of Henley to ensure they understand their rights and responsibilities when processing any personal data (including where students are processing personal data as part of their studies).

7. **Freedom of information**

The Delegate recognises that, as a subsidiary of the University of Reading, either Henley or the University may be subject to legal duties which may require the release of information under the FOIA, the Environmental Information Regulations, or any other applicable legislation governing access to information, and that Henley and/or the University may be under an obligation to provide information on request.

8. **Governing Law**

This Agreement shall be governed by English Law and the Courts of England and Wales shall have exclusive jurisdiction to deal with any dispute which may arise out of or in connection with this Agreement.