

## Terms and Conditions of Membership

By proceeding with the registration or renewal process for membership of the Forum of Private Business Ltd, you agree to be bound by these terms and conditions. In this document, a member is defined as a member of the Forum of Private Business Ltd.

### 1. Parties

These terms and conditions form the basis of the legal relationship between a member and the Forum of Private Business Ltd.

### 2. Applications for Membership

Membership of the Forum of Private Business Ltd is open to any privately-owned business based in the UK only

### 3. Membership Fees

3.1 You agree to pay an annual fee (annual subscription) to the Forum of Private Business Ltd, the sum of which is set by the Forum of Private Business Ltd from time to time.

3.2 Payment of the annual subscription is due in full at the start of your membership and annually thereafter. Annual subscriptions are payable in full at the commencement and at each renewal date.

3.3 Membership of the Forum of Private Business Ltd is for a minimum of 12 months and shall renew annually unless terminated in accordance with clause 4.

### 4. Termination of Membership

4.1 Should you wish to cancel your membership, you are required to do so in writing not less than 30 days from the date of renewal. Unless such notice of intention is given, subscriptions are payable in full annually.

4.2 The Forum of Private Business Ltd will be entitled to cancel your membership if:

4.2.1 Any fee including but not limited to the annual subscription fee remains unpaid for a period of one month from the date that payment is due;

4.2.2 You (in the opinion of the Forum of Private Business Ltd) behave inappropriately towards other members or towards the Forum of Private Business Ltd;

4.2.3 You (in the opinion of the Forum of Private Business Ltd) bring the Forum of Private Business Ltd into disrepute;

4.2.4 You breach these terms and conditions.

### 5. Groups of companies

Where a company is part of a group of companies, as a subsidiary or parent company, each business in that group may apply for membership individually or the parent company may apply on behalf of all group companies. Membership fees will be negotiated on a case-by-case basis.

### 6. Third Parties

No rights are conferred on any person who is not a party to these terms and conditions.

### 7. Severance

Each provision contained in these terms and conditions shall be severable from any other provisions, and if any part of any provision shall be found to be invalid, illegal or void for any reason, such invalidity, illegality or void shall not affect any other part of such provision or any other provision contained in these terms and conditions, which shall continue to have full force and effect.

### 8. Entire Agreement

These terms and conditions constitute the entire agreement between the parties and supersede all prior agreements, negotiations, representations and proposals, whether written or oral, concerning the subject matter of the terms.

### 9. Governing Law

The terms shall be construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English courts.

### 10. Assignment

You shall not assign any of your rights or obligations under these terms and conditions without our prior written consent. We shall have the right to assign or otherwise delegate all or any of our rights or obligations under these terms and conditions upon notification to you.

### 11. Telephone Service Charges

Ofcom introduced new telephone regulations in July 2015. The Forum of Private Business Ltd 084 number is being phased out being replaced with local call charge number 01565 626001. Members using 0845 130 1722 should note that calls cost 7 pence a minute (inc VAT) plus company access charges.

### 12. How we communicate with you our member

As a member of The Forum of Private Business Ltd, you will provide us with your personal details, including your business address, telephone and email details. By giving us this information you are agreeing that we can contact you from time to time (by telephone, email, SMS text message or post), with information related to services, products and events that we have available to our members.

You may, at any time, opt out of receiving communications from us in writing to [info@fpb.org](mailto:info@fpb.org) or by calling our helpline on 01565 626001.

### 13. Privacy

The Forum of Private Business Ltd takes your privacy very seriously and we do not share our member data with any further parties. **[View our Privacy Policy](#)**.

### 14. Cookies Usage

The Forum of Private Business Ltd website uses cookies to distinguish you as a website visitor from other users of our website. This helps us to provide the visitor with a good experience when browsing our website. It also will allow us to improve our website. By continuing to browse the site, you are agreeing to our use of cookies. **[View our Cookies Policy](#)**.

### 15. Data Protection Act 1998

The Data Protection Act 1998 regulates the processing of any personal data. The Forum of Private Business Ltd processes personal data on a daily basis. The Data Protection Act 1998 requires us as a business to give information about our data processing activities and how we deal with the information that we hold. **[View our Data Protection Policy](#)**.

**If you require a copy of our terms and conditions contact our helpline on 01565 626001.**

Reviewed: February 2016

## Data Protection Policy

### The Data Protection Act 1998

The Data Protection Act 1998 controls the processing of personal data. The Forum of Private Business Ltd work with personal data on a daily basis and the Data Protection Act 1998 requires us to give information about our data processing activities and how we deal with the information.

### Personal Data

Personal data is any information relating to an individual from which he or she can be identified, such as a person's name, address or date of birth.

Personal data that The Forum of Private Business Ltd collect consists mainly of Members' names, addresses and contact details and any other information necessary for us to be of service to our Members, including the minimal financial information required to maintain a member subscription.

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of personal information.

### Data Processing

Personal information is held within our database, and is back-up daily along with an archived format that we hold securely. Stored personal information provided is held secure, password and firewall protected on our own servers. Hard copies of personal data information from our database are occasionally made where necessary for marketing purposes. Access to our database is via the use of passwords.

### Third Parties

If we provide information to a third party partner we will have strict control over the third party of the usage of this data.

- We will manage the security and confidentiality of the information and restrict access as applicable
- The data supplied will be for the agreed purpose only and prevent it being used for any other purpose by any other party
- We will restrict the information disclosed to a minimum.

As indicated on our membership application forms, information may be disclosed to only our approved partners marketing purposes on an adhoc basis deemed necessary. If you would prefer not to receive marketing information please contact us.

### Confidentiality

We will maintain confidentiality of personal information even after your membership has ceased/cancelled and any information will not be disclosed to anyone else except where we are legally compelled to do so. Disclosure of information will be as is necessary to protect the interests of The Forum of Private Business Ltd or where the disclosure is made with consent from said person.

### Access Rights

On payment of a statutory fee of £10, you have the right to be informed of the information that we hold on you within 40 days. You also have the right to request that all inaccuracies be amended. All enquiries should be addressed to the Finance Director, The Forum of Private Business Ltd, Ruskin Chambers, Drury Lane, Knutsford, Cheshire WA16 6HA

Reviewed: February 2016

## Cookie Policy

### Information about our use of cookies.

The Forum of Private Business Ltd website uses cookies to distinguish you as a website visitor from other users of our website. This helps us to provide you the visitor with a good experience when browsing our website. Cookies also allow us to improve our website experience. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. The only cookies we use are:

- **Strictly necessary cookies.** These are cookies that are required for our website. They include cookies that enable members to log into secure areas of our website, to use a shopping cart for purchasing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Function cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your requirements. We may also share this information with third parties for this purpose.

Both first and third-party cookies are used within our website at fpb.org

- First party cookies are set by the website that you are visiting and can only be read by that website.
- Third party cookies are set by an organisation other than owner of the website. This can be for the purpose of website measurement, being able to watch a video on our site or for the purpose of advertising.

Cookies can last for different lengths of time, depending on what they are used for, for example:

- **Session cookies** are temporary cookies and are stored until you leave the website or when you close your web browser. They are then removed.
- **Persistent cookies** last for a fixed period of time, defined within the cookie, and allow the website to recognise the device again when the user returns to that website on that device. We as a business will set these cookies from 30 to 90 days.

As a visitor to our website at fpb.org you are able to block cookies by activating the settings within your own browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website and your user experience will be affected.

Reviewed: February 2016

## Privacy Policy

The Forum of Private Business Ltd is committed to protecting and respecting the privacy of our members and partners.

Our privacy policy shows that any personal data we collect, or that is provided to us, will be processed by only us. By reading the following, you will understand our views and practices regarding personal data and how it is used. By visiting our website [fpb.org](http://fpb.org), by providing personal data to us, you are accepting and giving your consent to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is The Forum of Private Business Ltd, Ruskin Chambers, Drury Lane, Knutsford, Cheshire WA16 6HA.

### Information collected from you

We collect and process the following data about you:

- Information you give to us: You give us information about you by completing our forms on our website at [fpb.org](http://fpb.org) or by corresponding with us by phone, e-mail or other. This includes information provided when you register to use our site, subscribe to our services, search for an article or service, complete the membership application form. The information given may include your name, address, e-mail address and phone number and financial information.
- Information we collect about you: With each visit to our website we automatically collect the following information:
  - technical information, including the Internet protocol (IP) address used to connect a computer to the Internet, login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
  - information about a website visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our website (including date and time); products viewed or searched for; 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 pages and any phone numbers used to call our helpline number.
- Information we receive from other sources: We may receive information, if any other website the Forum of Private Business Ltd operate or the other services we provide. In this case we will have informed you when we collected that data that it may be shared internally and combined with data collected on this website. We also work closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

### Cookies

Our website uses cookies to distinguish visitor's behaviour. This information helps to provide our visitors with a good browsing experience and allows us to improve our website. Find our detailed information on our [Cookies Policy](#).

Uses made of the information. We use information held about you in the following ways:

- to manage and fulfil a membership with The Forum of Private Business Ltd
- for the fulfilment of goods or services requested
- to be able to provide you with information about other goods and services our partners or ourselves can offer that are similar to already purchased or enquired about
- to provide or permit selected third parties providing you, with information about goods or services we feel may interest you. As an existing member or partner, contacting you by e-mail or SMS text with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. New members or partners, and where we permit selected third parties to use your personal data, we will contact you by email or SMS text 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 situated on the membership application form or contact us at [info@fpb.org](mailto:info@fpb.org)
- to notify about changes to our service
- in-house research and statistical analysis
- to communicate about our membership, lobbying and other activities deemed of interest to you as a member

- to ensure that content from our website is presented in the most effective manner for our website visitor experience

Information we collect about you. We will use this information:

- to manage our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes
- to ensure that content from our website is presented in the most effective manner for our website visitor experience
- to allow participation in interactive features of our service, when you choose to do so
- as part of our efforts to keep our website safe and secure
- to measure or understand the effectiveness of advertising we serve to our member and general website visitors, and to deliver relevant advertising
- to make suggestions and recommendations of our website about goods or services that may interest you or them.

Information we receive from other sources. We may amalgamate this information with information given to us and information we collect. We may use this information and the amalgamated information for the purposes set out above, depending on the types of information.

### Disclosure of information

We may share information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract that The Forum of Private Business Ltd enter into.
- Advertisers and advertising networks that require the data to select and serve relevant adverts
- Analytics and search engine providers that assist in the improvement and optimisation of our website.

### Your Rights

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

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### Access to Information

The Act gives you the right to access any information we may hold on you, if you have been a part or present member of The Forum of Private Business Ltd. Your right of access can be exercised in accordance with the Act and any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold.

### Changes to our Privacy Policy

The Forum of Private Business Ltd may make changes to our privacy policy in the future and these changes will be posted within our website where appropriate. We will also notify our members and partners by e-mail. We recommend checking our privacy policy frequently to see any updates or changes.

### Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Finance Director, The Forum of Private Business Ltd, Ruskin Chambers, Drury Lane, Knutsford, Cheshire WA16 6HA.

Reviewed: February 2016