

FISITA Event Refund/Cancellation Policy

1. Definitions

1.1. Terms used in this document have the meanings set out below:

Business Days	means any day except a Saturday, Sunday or public holiday in England;
Event	means EuroBrake 2019 to be held at the International Congress Center, Dresden, Germany. Between 21 – 23 May 2019.
FISITA/ Us/ Our/ We	means FISITA (UK) Limited of 29 Parsonage Lane, Stansted, Essex, England, CM24 8GF with company number 03572997;
You, Your	the person or company registering and paying for a person to attend the Event;

2. Event Cancellation by FISITA

- 2.1. FISITA reserves the right to cancel the Event due to low registration or other circumstances which would make the event non-viable.
- 2.2. If FISITA cancels an event, you will be offered a full refund.
- 2.3. Should circumstances arise that result in the postponement of an event, FISITA retains the right to either issue a full refund or transfer registration to the same event at the new, future date.

3. Event Cancellation by you

- 3.1. Subject to the terms of this clause 3 you have the right to cancel your registration within 14 days without giving any reason.
- 3.2. The cancellation period will expire after 14 days from the day that you confirm your acceptance of this contract by reading this document.
- 3.3. If you would like to cancel this contract please inform us by email to info@fisita.com
- 3.4. If you cancel this contract within 14 days, we will reimburse to you all payments received from you. We will make this reimbursement promptly and within 14 days after the day you have notified us of your cancellation.
- 3.5. We reserve the right to not accept any cancellation of this contract after 14 days. Any cancellations agreed by us after the 14-day period will be subject to an administration charge of £100 plus VAT.

4. FISITA Data Protection Policy.

- 4.1. FISITA knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes the privacy policy of FISITA updated to comply with the General Data Protection Regulation (GDPR) which became enforceable in May 2018.
- 4.2. FISITA collects and processes your data as set out in this clause 4.
 - 4.2.1. All your information collected by FISITA is held and used in accordance with the General Data Protection Regulation.
 - 4.2.2. When you attend an event organised by FISITA, you may provide us with information including your postal address, email address and other personal information.
 - 4.2.3. We collect and maintain information that you voluntarily submit to us while registering for events.
 - 4.2.4. FISITA may ask for different pieces of information, which will assist us in providing you with information relevant to you. Some of this information is mandatory as it necessary for the administration of the Event and for health and safety reasons.
 - 4.2.5. FISITA only shares information with those organisations who are members of FISITA for the promotion of events supported by FISITA. A full list of members can be seen <http://www.fisita.com/about/members>
- 4.3. Student Opportunity Programme
 - 4.3.1. Students applying to be included in the application process for the Student Opportunity Programme for the Event will be asked to submit their CV as part of the application process.

These CV's may be shared with companies sponsoring the Student Opportunity Programme. Some of the companies are located outside of the European Union.

- 4.3.2. The sponsoring companies will only process your information for the purpose of career guidance and career opportunities. By submitting your application for the Student Opportunity Programme you consent to the sponsoring companies using your data for this purpose.
- 4.3.3. If you are happy to be contacted about future FISITA events and for us to share your data with companies that support our events please tick the relevant box[es] below.

I am happy to be contacted by [Post] [email] [SMS] [Phone]

4.4. Further enquires

- 4.4.1. Please contact Business Services at info@fisita.com if you would like to correct or request information that we hold relating to you or if you have any questions in relation to the above. We may charge a small fee (currently £10) for providing personal data about you.
- 4.4.2. You can withdraw your consent to the use of your personal data for marketing at any time by contacting us at info@fisita.com