



TERMS AND CONDITIONS

PLEASE READ THESE TERMS CAREFULLY AS THEY CONTAIN IMPORTANT INFORMATION

These terms and conditions (the “**Terms**”) apply to UKI Unit4 Financials by Coda Customer Day specified in your booking form (the “**Event**”) and govern the contract between the delegate who is completing the booking form (“**you/your**”) and [Unit4 Group Holding B.V., with offices located at Johan de Wittstraat 156, Dordrecht, 3311 KJ, ZH, Netherlands] (“**Unit4**”).

By submitting the booking form on the Cvent website (the “Website”), you agree to be bound by these Terms.

Registration is generally open to employees of and contractors working with all existing customers of Unit4 globally as well as employees of and contractors working with members of the Unit4 partner network.

Any other parties wishing to attend must be approved by Unit4 following submission of the booking form.

Please contact Vanessa Bailey / UKIMarketing@unit4.com if you have any questions relating to your eligibility to attend the Event.

1. Confirmation of your registration

Your registration for the Event is only confirmed once you receive a confirmation email from Unit4. Upon the sending and receipt of such confirmation email, a contract will have been made between Unit4 and you, which will be governed by these Terms.

2. Cancellation by a delegate

If you wish to cancel your registration for the Event you must provide Unit4 with written notice of this prior to the Event by email to Vanessa Bailey / Vanessa.Bailey@unit4.com Telephone cancellations are not accepted.

3. Cancellation by Unit4

Unit4 reserves the right to change the date of, venue for or cancel the Event at any time for any reason without any liability to you. If Unit4 rearranges the Event for another time you will be given the option to attend the rearranged Event.

4. Substitution

You are permitted to nominate a substitute to attend the Event in your place, provided that the nominee is from the same organization as you. No other substitutions are permitted as registrations [are issued for your personal use only and cannot be shared with any person during the Event.

You must send Unit4 details of any substitutions to [Vanessa Bailey](#). No less than 5 days prior to the date of the Event. Telephone substitutions are not accepted.

You are not permitted to submit registrations as agent for any third party or sell or otherwise transfer your registration to others or exploit the registration commercially or non-commercially in any way.

5. Changes to the Event

Unit4 may, in its sole discretion, change the format, speakers, participants, content, venue location and programme, or any other aspect of the Event at any time and for any reason, whether or not due to a Force Majeure Event, in each case without liability to you.

6. Limitation of Liability

To the fullest extent permitted by applicable law, Unit4 will not be liable for any cancellation of or alteration to the Event or any loss or damage to you arising from Force Majeure Events (i.e. arising out of circumstances beyond its control including but not limited to any “act of god” (such as natural disasters and terrorist attacks), fire, explosion, failure of electricity supply, gas or water, strike, civil unrest, war, or any other event beyond the control of Unit4.

Unit4 will make every effort to perform the Event with care. To the fullest extent permitted by applicable law, Unit4 shall not be liable to you for any loss, delay, damage or other liability incurred resulting from or arising in connection with the performance of the Event, the cancellation or date change of the Event howsoever arising or any venue change. You acknowledge and agree that the option to attend the rearranged Event is your sole remedy should the Event date be changed and all other liability of Unit4 relating to a change of date or cancellation of the Event is expressly excluded.

To the fullest extent permitted by the applicable law, Unit4 excludes: (a) all liability for loss, injury or damage to persons or property at the Event; (b) all indemnities, warranties, representations, terms and conditions (whether express or implied); and (c) any actual or alleged indirect loss or consequential loss howsoever arising suffered by you or any loss of profits, anticipated profits, savings, loss of business revenue, loss of business, loss of opportunity, loss of goodwill, or any other type of economic loss (whether direct or indirect).

Unit4 accepts no liability for the content of the speeches given by any keynote speakers or after dinner speakers, or for the acts, negligence or omissions of any other third-party providers or partner sponsors at the Event.

The Event may contain hyperlinks to websites unrelated to the Event and/or Unit4. Unit4 shall not be deemed to endorse, recommend, approve, guarantee, or introduce any third parties or the content of such third party websites, or be deemed to have any form of cooperation with such third parties and websites. Your usage of such links is at your own risk and subject to any terms and conditions applicable to such access/use, and you are solely responsible for all consequences of such use. Unit4 reserves the right to block or remove any hyperlink from the Event.

If there is any liability of Unit4, this liability is in any case limited to compensation for direct damage up to a maximum of the amount of the Fees paid by you and received by Unit4.

7. Non-compliance

Unit4 may refuse admission to, or eject from the Event, any person for any reason, including any person who fails to comply with these Terms or who in the opinion of Unit4 represents a security risk, nuisance, or annoyance to the running of the Event. You agree to comply with all reasonable instructions issued by Unit4 or the venue owners prior to and during your attendance at the Event.

8. Photography and filming and intellectual property

All photography and the recording or transmitting of audio or visual material by you, during or after the Event, is expressly prohibited.

Unit4 is entitled to take a video recording and photos during the Event. By participating in the Event, you consent to filming and sound recording and photography of the Event as a delegate and you consent to the use by Unit4 of any such recording or photography anywhere in the world for promotional, marketing and other purposes.

The contents of and materials provided at the Event are the intellectual property of Unit4 and/or its partners, consultants, trainers and guest speakers; may not be disseminated or reproduced in any format; and are for your personal, educational and non-commercial use only.

9. Data protection

Please read our Privacy Statement for the Event set out below, which shall form part of these Terms and the contract formed between you and Unit4.

By submitting a booking form on the Website, you agree to allow Unit4 to use your personal data to contact you regarding the Event and for other purposes as mentioned in the Privacy Statement.

10. Miscellaneous

No person other than you and Unit4 shall have the right to enforce these Terms.

UNIT4 PRIVACY STATEMENT

This privacy notice provides information on how Unit4 Group Holding B.V. and each of its affiliates (together referred to in this Privacy Policy as “**Unit4**”) collect and process your personal data when you complete the booking form on the Cvent website (www.cvent.com) (the “**Website**”), register and attend a Unit4 event (an “**Event**”). The full privacy statement can be reviewed [here](#).

1. When does this privacy policy apply?

This privacy policy applies to any personal data that Unit4 processes in relation to an Event.

2. Who processes your personal data?

Unit4 Group Holding B.V. (contact address Johan de Wittstraat 156, Dordrecht, 3311 KJ, ZH, the Netherlands), as well as its affiliated companies.

3. What personal data do we process?

We may collect, use, store and transfer different kinds of personal data about you as follows:

- *Identity Data* – including your name, job title, employer details, social media details and videos and images of you;
- *Contact Data* – including your home address, phone number and email address, as well as your emergency contact information;
- *Transaction Data* - including details about payments to and from you; and
- *Marketing and Communications Data* – including your preferences in receiving marketing from us and our third parties and your communication preferences.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

4. How do we collect your personal data?

We use different methods to collect data from and about you including through:

- *Direct interactions* - you may give us your Identity and Contact by filling in forms or by corresponding with us by phone, email or otherwise. This includes personal data you provide when you:
 - (i) apply to register for an Event;
 - (ii) request marketing to be sent to you;
 - (iii) give us feedback or contact us; and
 - (iv) specifically, in relation to videos or images of you, when you attend an Event.
- *Third parties' sources* – we will receive your Identity, Contract, Transaction and Marketing and Communication Data from Cvent, when you submit a booking form on the Website. Cvent is based inside and outside the EU.

5. How do we use your personal data?

We will only use your personal data for the purpose for which we collected it which include the following:

Purpose/Activity	Type of personal data	Lawful basis for processing
To register you for an Event	Identity, Contact and Transaction	Performance of a contract with you
To process and manage your registration for, and attendance at, an Event (including issuing a delegate badge)	Identity, Contact, Transaction and Marketing and Communications	Performance of a contract with you and necessary for our legitimate interests (for example, to contact your emergency contact in the case of an emergency and to ensure payment of any fees due)
To send you communications regarding an Event	Identity, Contact and Marketing and Communications	Performance of a contract with you
To improve our marketing or customer relationships	Identity, Contact and Marketing and Communications	Necessary for our legitimate interests (to develop our products/services and grow our business)
To recommend products or services which may be of interest to you	Identity, Contact and Marketing and Communications	Necessary for our legitimate interests (to develop our products/services and grow our business)
To promote an Event or our business, for example, on social media	Identity	Necessary for our legitimate interests (to develop our products/services and grow our business)

Marketing

You will receive marketing communications from us if you have opted in to receive that marketing as part of the booking process on the Website or where you have previously confirmed to Unit4 that you are happy to receive such marketing communications.

We may use your Identity, Contact and Marketing and Communications Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You have the right to withdraw consent to marketing at any time by contacting us or by clicking and following the instructions on the opt-out link contained within any marketing communications you receive. Where you opt out of receiving marketing messages, this will not apply to any communications we send you which relate to an Event.

We will not share your personal data with any third party for marketing purposes.

6. Who do we share your personal data with? We do not share your personal data with third parties outside Unit4 unless one of the following circumstances applies:

- *We have your explicit consent* – we may share your personal data with third parties outside Unit4 when we have your explicit consent to do so. You have the right to withdraw this consent at all times;
- *For external processing by third parties engaged by Unit4* - we may provide your personal data to our affiliates or other trusted businesses or persons to process it for us, based on our instructions and in accordance with our privacy policy and any other appropriate obligations of confidentiality and security measures. For example, Marketo (<https://uk.marketo.com/>), whose technologies assist us with any marketing communications you have agreed to receive.
- *For legal reasons* - we may share your personal data with third parties outside Unit4 if we have a good-faith belief that access to and use of the personal data is reasonably necessary to:
 - (i) meet any applicable law, regulation, and/or court order;
 - (ii) detect, prevent, or otherwise address fraud, security or technical issues; and/or
 - (iii) protect the interests, properties or safety of Unit4, our users or the public as far as in accordance with the law.
- *We may share aggregated, non-personally identifiable data with our partners*, like advertisers, or the public.
- *If Unit4 is involved in a merger, acquisition or asset sale*, we will continue to ensure the confidentiality of all personal data.

International transfers

We share your personal data within Unit4. This will involve transferring your data outside the European Economic Area (EEA). Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it. Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

7. How long will we retain your personal data for?

Unit4 does not store your personal data longer than is legally permitted and necessary for the purposes for which the data were collected. The storage period depends on the nature of the information and the purposes of processing. The maximum period may therefore vary per use.

8. What are your access, rectification and deletion rights in relation to your personal data?

Unit4 offers you access to the personal data we process. This means you can contact us asking us to inform you about your personal data that we have collected and processed and the purposes such data are used for. You may request such access by sending a letter or e-mail, including your name, address, phone number and a copy of a valid ID to Unit4 Group Holding B.V., Corporate Legal Department, Johan de Wittstraat 156, 3311 KJ Dordrecht, the Netherlands or dpo@unit4.com.

If you believe we are holding inaccurate personal data, please contact us so we can correct the data. You can contact us by sending a letter or e-mail, including your name, address, phone number and a copy of a valid ID to Unit4 Group Holding B.V., Corporate Legal Department, Johan de Wittstraat 156, 3311 KJ Dordrecht, the Netherlands or dpo@unit4.com. You will receive a response in writing within 1 month.

You may also ask us to delete your personal data from our systems. We will comply with such request unless we have a legitimate ground to not delete the data. After the data have been deleted, we may not immediately be able to delete all residual copies from our active servers backup systems.

We may reject requests that are unreasonably repetitive, require disproportionate technical efforts or have disproportionate technical consequences, risk the privacy of others, or would be extremely impractical.

9. Can I object to Unit4 processing my personal data?

You may object to certain use of your personal data if such data are processed for other purposes than necessary for the performance of our services in relation to an Event or for compliance with a legal obligation. You may also object any further processing of your personal data after prior given consent.

You can object to the processing of your personal data by sending a letter to Unit4 Group Holding B.V., Corporate Legal Department, Johan de Wittstraat 156, 3311 KJ Dordrecht, the Netherlands or an e-mail to dpo@unit4.com setting out details of what kind of processing of your personal data you object to. You will receive a response in writing within 1 month.

If you object to the further processing of your personal data, you may not be permitted to attend an Event or continue to receive our marketing communications.

10. What information security measures do Unit4 have in place?

We take all reasonable, appropriate security measures to protect personal data from unauthorised access or unauthorised alteration, disclosure or destruction.

Should, despite of the security measures, a security breach occur that is likely to have negative effects to your privacy, we will inform you about the breach as soon as reasonably possible.

11. What if I have a question in relation to this privacy policy or a complaint?

If you have any questions about this privacy policy, please send a letter to Unit4 Group Holding B.V., Corporate Legal Department, Johan de Wittstraat 156, 3311 KJ Dordrecht, the Netherlands or e-mail to dpo@unit4.com, including your name, address, phone number and a copy of a valid form of ID.

You have the right to make a complaint at any time to the relevant supervisory authority. Unit4 would, however, appreciate the chance to deal with your concerns before you approach the relevant supervisory authority, so please contact us in the first instance.