

COMPANY INFORMATION			
Company name:		Number of UK employees:	
Address:			
Telephone:		Website:	
Description of company activity:			
Please tick if:	R&D <input type="checkbox"/>	Onsite laboratory <input type="checkbox"/>	
COMPANY CONTACT			
Name:			
Job title:		VAT number:	
Direct line:		Mobile:	
Email:			
Finance email:			
MEMBERSHIP LEVEL (PLEASE TICK ONE)*			
	Network member OBN Networking only	Full Member OBN Networking and Purchasing	Supporter OBN Networking, Purchasing and supporting our advocacy and advice activities
Sole trader/Micro company Up to 5 employees	<input type="checkbox"/> £440	<input type="checkbox"/> £825	<input type="checkbox"/> £2,600
Small company 6-20 employees	<input type="checkbox"/> £675	<input type="checkbox"/> £1,050	<input type="checkbox"/> £3,000
Medium company 21-50 employees	<input type="checkbox"/> £950	<input type="checkbox"/> £2,000	<input type="checkbox"/> £3,800
Large company 51-100 employees	<input type="checkbox"/> £1,150	<input type="checkbox"/> £2,750	<input type="checkbox"/> £4,600
Very large company 100+ employees	<input type="checkbox"/> £1,700	<input type="checkbox"/> £3,750	<input type="checkbox"/> £6,000

Please note that a one-off administration fee of £99 + VAT will also apply for new members.

☐ Please tick if you are interested in sponsoring an OBN event

An invoice will be emailed to you and membership fees must be paid within 14 days either by credit/debit card or BACS. Membership is valid for 12 months from the date a completed application form is received by OBN (UK) Ltd.

By signing this agreement you are accepting our Terms & Conditions of Business, Privacy Policy, Terms of Website Use. You are also giving consent to OBN (UK) Ltd to contact the company you represent and its employees via electronic or any other form of communication. You may unsubscribe from receiving any of our communications at any time by emailing info@obn.org.uk or selecting "Unsubscribe" in the case of electronic communications.

AGREEMENT	
Signature:	Date:

*Membership fees and terms and conditions correct as of 1 February 2020. Prices and details are subject to change and our fees are exclusive of VAT.

PLEASE COMPLETE AND RETURN BY EITHER OF THE FOLLOWING OPTIONS:

Email to: membership@obn.org.uk Post to: **OBN, 5F Park Square, Milton Park, Abingdon, Oxfordshire, OX14 4RR**

TERMS & CONDITIONS OF BUSINESS

1. MEMBERSHIP

- 1.1. Membership is valid for 12 months from the date the completed Membership application form is received by OBN (UK) Ltd.
- 1.2. The Member agrees to pay the annual fees established for its membership type and class.
- 1.3. Membership fees must be paid in full within 14 days of invoice, in order to access any Membership benefits.
- 1.4. Membership will be terminated if fees remain unpaid for a period of one month.
- 1.5. Where the Membership fees are unpaid, the Company reserves the right to charge the Member 100% of the value of any and all benefits received.
- 1.6. If a Member Company resigns its membership during the 12 month period then no portion of the membership fee shall be refunded.
- 1.7. Membership benefits apply to all employees of the Member Company.
- 1.8. Changes to Membership benefits will be notified to the Member Company.
- 1.9. A one-off £99 + VAT administration fee is applicable to all new member companies. OBN (UK) Ltd is a private company limited by guarantee with no share capital, i.e. a not for profit company, registered in England. As such, a sum of £1 (One Pound GBP), will be reserved from the above mentioned administration fee to cover the Member Company's liability as a guarantor.
- 1.10. Member Company details will be included in the OBN Membership Directory and on the OBN Membership Map, both of which are included on the OBN website. In the event that a Member Company does not want to be included in one or both of these listings, the Member Company is to inform OBN (UK) Limited by sending an email to membership@obn.org.uk
- 1.11. Once renewal instructions have been received and payment has been made, the Member Company's benefits are reinstated in full immediately.
- 1.12. Refunds connected with the renewal fee are not payable unless the membership type or level is amended as a result of OBN reviewing the application form (within 5 working days of the payment being received) and a lower fee is to be charged. In this situation, the appropriate refund will be confirmed by our Membership team within 5 working days and a refund will be made. In the event of OBN entering administration, membership fees shall not be refunded.
- 1.13. Members attending OBN events will be subject to additional terms and conditions.

2. EVENTS

- 2.1. Registration: Priority is given to OBN members but registration is otherwise accepted on a first-come-first-served basis. A waiting list will be maintained if the capacity of the event is exceeded. OBN (UK) Ltd reserves the right to decline registration/s at its discretion.
- 2.2. Fees & Payment: Registration fees are to be received by OBN prior to the event. All our prices are subject to VAT at the prevailing UK rate. OBN accepts payment by credit card, BACS or cheque. Delegates are responsible for booking and paying for their own accommodation. Accommodation is not included in any of our prices. There may, however, be discounted rates available at selected hotels and these will be advised on the relevant event page.
- 2.3. Concessions: Concessions are available to OBN Member Companies, in accordance with the Membership Benefits Matrix. If you are unsure as to whether your company is a member of OBN, please contact us on 01235 420 870 or email membership@obn.org.uk
- 2.4. Non-Member Companies: Attendance at OBN (UK) Ltd events by non-member companies is restricted to a maximum of 3 per year and is entirely at the discretion of OBN.
- 2.5. Amendments to event programmes: We reserve the right to make amendments to our programmes, panels or speakers.
- 2.6. Cancellation by OBN (UK) Ltd: We reserve the right to cancel a training course, workshop, conference, networking or any other event for any reason prior to the event date. We will inform you about the cancellation as soon as possible and refund any fees that have been paid. OBN (UK) Ltd will not be liable for reimbursement of any other costs relating to attendance at the event.
- 2.7. In the event of OBN entering administration, no refund of registration fees will be made.
- 2.8. Delegate cancellation, substitution and non-attendance: Please refer to the relevant event registration page on our website for details.
- 2.9. Major Events: Specific Terms and Conditions relate to BioTrinity, BioForward, Annual Awards Dinner and BioSeed will be detailed on the relevant event website.

3. GENERAL

- 3.1. General Data Protection Regulation (GDPR): Personal data collected will be used by OBN (UK) Ltd for the purpose of delegate and course administration and may also be disclosed to partners for co-hosted jointly run events and third parties offering partnering services for OBN (UK) Ltd events. The information may also be used by OBN (UK) Ltd for marketing purposes and you could be contacted by letter, telephone or e-mail with details of future events and courses organised or promoted by OBN (UK) Ltd which may be of interest. You have the option to unsubscribe from such communications at any time by sending an email to info@obn.org.uk
- 3.2. Limitation of Liability: Except in respect of death or personal injury caused by the negligence of OBN (UK) Ltd, we shall not be liable by reason of any representation (unless fraudulent) or implied warranty condition or other term, or any duty at common law or under the express terms of this agreement, for any loss of profit or any indirect special or consequential loss, cost expenses or other claims for compensation. The entire liability of OBN (UK) Ltd to you under or in connection with your booking and event attendance shall not exceed the sum of the booking value.

- OBN (UK) Ltd does not warrant or guarantee the services or products of any it members, sponsors or patrons and cannot accept any liability under any circumstance. Being a Member of OBN (UK) Ltd does not imply the endorsement of a company's product or service and we may take action against any member we believe is abusing their membership status of OBN (UK) Ltd. Such action can be whatever OBN (UK) Ltd or its advisors deem appropriate, including but not limited to, suspension or cancellation of membership.
- 3.3. Information Provision: From time to time, OBN (UK) Ltd may communicate information and guidance to members and non-members. Communication channels of such information include, but are not limited to, OBN (UK) Ltd's website, OBN's Linked In group, verbal or email communications with OBN (UK) Ltd staff and presentations at events. You have the option to unsubscribe from such communications by sending an email to info@obn.org.uk
Any such information or guidance is provided in good faith and no liability can be accepted nor any warranty given in respect of the information or guidance. Any action (or inaction) on this information is solely the responsibility of the receiving party.
 - 3.4. Applicable Law: These terms and conditions shall be governed by the laws of England and Wales.

PRIVACY POLICY

OBN (UK) Ltd ("**We**") are committed to protecting and respecting your privacy and to developing technology that gives you the most powerful and safe online experience.

This policy (together with our terms of website use and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By using our websites: www.obn.org.uk, www.biotrinity.com, www.bioforward.co.uk, www.obn-awards.com, bioseed.eu ("our sites") you consent to the data practices described in this statement.

For the purpose of the General Data Protection Regulation (GDPR), OBN (UK) Ltd of 5F Park Square, Milton Park, Oxfordshire, OX14 4RR, UK is both data controller and data processor. Enquiries relating to data protection in reference to our activities may be sent to info@obn.org.uk

Information we may collect from you

We may collect and process the following data about you:

- information that you provide by completing forms on our sites such as your e-mail address, name, home or work address, telephone number, job title, company name. This information may be provided at the time of registering to use our sites, subscribing to our services, posting material or requesting further services. We may also ask you for information if you report a problem with our sites;
- if you contact us, we may keep a record of that correspondence;
- we may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
- details of transactions you carry out through our sites and of the fulfilment of your orders;
- details of your visits to our sites including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

We may also collect information about your computer hardware and software including, where available, your IP address, browser type, domain names, access times and referring web site addresses. This information is used by us for the operation of the sites, to maintain the quality of the sites and to provide general statistics regarding the use of our sites.

Please note that if you directly disclose personally identifiable information or personally sensitive data through public message boards on our sites, this information may be collected and used by others.

Accuracy of personal data

We will take reasonable steps to create an accurate record of any personal data you have submitted. However, we do not assume responsibility for confirming the ongoing accuracy of your personal data. You can update your personal data by emailing us at info@obn.org.uk or by calling us on +44 (0)1235 420 870

Cookies

A cookie is a text file that is placed on your browser or the hard drive of your computer by a web page server. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the sites.

Our sites use "cookies" which help us to improve our sites and to deliver a better and more personalised service to you. Some of the cookies we use are essential for the sites to operate and have already been set. If you register with us or if you continue to use our sites, you agree to our use of cookies.

You can block cookies by activating the setting on your browser which 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 sites. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon you visit our sites. For further details, see our Cookies Policy.

Where we store your data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the

processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Security of your information

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We will not sell, rent or lease your information to third parties. However, we may share your information with trusted third parties to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to us, and they are required to maintain the confidentiality of your information.

We will not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Use of your information

We may use information held about you in any of the following ways:

- to ensure that content from our sites is presented in the most effective manner for you and for your computer;
- to provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- to carry out our obligations arising from any contracts entered into between you and us;
- to allow you to participate in interactive features of our service, when you choose to do so;
- to notify you about changes to our service;
- to determine which of our products and services are the most popular so as to deliver customised content and advertising;
- for our own legitimate interests or those of other organisations (such as our member organisations or clients), e.g:
 - for market research, analysis and developing statistics (data will be anonymised where appropriate);
 - to send you marketing communications. You will have the option to unsubscribe via a link in all such messages or by contacting us via info@obn.org.uk

Disclosure of your information

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

- We may disclose your personal information to third parties;
- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- if OBN (UK) Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or other terms; or to protect the rights, property, or safety of OBN (UK) Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Our sites 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.

Your rights under the applicable data protection law:

- The **right to be informed** about our processing of your personal data
- The **right of access** to your personal data and information about how we process it. Access requests may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.
- The **right to rectification**: You have the right to have your personal data rectified (for example, if it's inaccurate or incomplete).
- The **right to erasure** (the 'right to be forgotten').
- The **right to restrict processing**: You have the right to block or suppress processing of personal data.
- The **right to data portability**: You have the right to obtain and reuse your personal data for your own purposes across different services.
- The **right to object**: You have the right to object to processing of your personal data.
- Rights in relation to **automated decision-making and profiling**

You can exercise your rights at any time by contacting us at info@obn.org.uk.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to: info@obn.org.uk
Updated May 2018

TERMS OF WEBSITE USE please refer to www.obn.org.uk