

Terms & Conditions - Please read carefully

I agree to the terms and conditions stated herein:

1. Your company must provide an official purchase order or full payment before the Event / Publication/Distribution date.
2. The booking form must be completed in full before a booking can be accepted.
3. All material submitted must comply with Union policy at the time of publication. For further information visit www.warwicksu.com/student-voice/policies or telephone 024 7657 2799. SUSW reserves the right to refuse material deemed to be inappropriate.
4. All artwork/copy must be received in the correct format on or before the deadline stated above, or we reserve the right to charge in full.
5. Credit terms are payment on receipt of invoice unless otherwise stated, or we reserve the right to proceed with legal action.
6. All cancellations must be made in writing and be received by the Union at least a month before an event/marketing activity. Any correspondence should be addressed to the Business Development Manager, carly.knight@warwicksu.com. Should a cancellation be made after the deadline, Warwick SU reserves the right to charge 50% of the original fee. If no cancellation is made or if the cancellation is made after the commencement date, then the Union reserves the right to charge the client the full cost of the stall/marketing activity.

Warwick SU Privacy Policy:

We currently collect and process the following information: Most of the personal information we process is provided to us directly by you for one of the following reasons: requesting media sales information or booking a service.

The personal information we collect depends on the context of your interactions with us and the services, your choices, and the products and features you use. The personal information we collect may include the following:

- Names
- Phone numbers
- Email addresses
- Mailing addresses
- Job titles
- Contact preferences

We do not process sensitive information. We do not receive any information from third parties. All personal information you provide must be true, complete, and accurate, and you must notify us of any changes to such personal information.

How do we process your information?

We process your information to provide, improve, and administer our services, communicate with you for security and fraud prevention, and comply with the law.

How do we keep your information safe?

We have organisational and technical processes and procedures to protect your personal information. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a. Your consent. You can remove your consent at any time. You can do this by contacting mediasales@warwicksu.com. We will consider and act upon any request under applicable data protection laws.

- b. We have a contractual obligation. We may process your personal information when we believe it is necessary to fulfil our contractual obligations to you, including providing our Services or at your request before entering into a contract with you.
- c. We have a legal obligation. We may process your information where it is necessary to comply with our legal obligations, such as cooperating with a law enforcement body or regulatory agency or exercising or defending our legal rights.

How long do we keep your information?

- 1. We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice unless a more extended retention period is required or permitted by law (such as tax, accounting, or other legal requirements).
- 2. When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise such data or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

Opting out of marketing and promotional communications:

You can unsubscribe from our marketing and promotional communications at any time by clicking on the unsubscribe link in our emails or by contacting us using mediasales@waricksu.com. You will then be removed from the marketing lists. However, we may still communicate with you — for example, to send you service-related messages necessary for your account's administration and use, respond to service requests, or for other non-marketing purposes.