



NETWORKING PLAYBOOK

TERMS & CONDITIONS & PRIVACY POLICY GENERAL INFORMATION

1. Networking Playbook t/a Edinburgh Connections Ltd with registered office at 41 Pikes Pool Drive, Kirkliston, UK, EH29 9GH is registered in Scotland under number SC622587 is the provider of the Networking Playbook website (hereinafter referred to as the Website) available at www.networkingplaybook.uk
2. The website offers e-learning and consultancy services in the UK (hereinafter referred to as the Services).
3. The users of the website are hereinafter referred to as the Clients.

Intellectual Property

4. The copyright in the material contained in this website and any trademarks and brands included in that material belongs to Edinburgh Connections Ltd or our licensors.
5. Edinburgh Connections Ltd will attempt to ensure that the information available on the portal is, at all reasonable times, accurate. However, we will not be held liable for any errors or omissions. Edinburgh Connections Ltd will use all reasonable endeavours to correct errors and omissions as quickly as practicable after becoming aware or being notified of the same.
6. All drawings, descriptive matter and specifications of the Goods and/or Services on the portal are for the sole purpose of giving an approximate description of the Goods and/or Services.

We may also change, suspend or discontinue any aspect of the portal, including the availability of any features, information, database or content or restrict access to parts or all of the portal without notice or liability.

7. All website content, including the published business offers can not be used, copied or distributed in any form without written permission.

Purchase of services

8. Orders may be placed twenty-four hours a day via the system of purchase of services constituting an integral part of the Website.

9. The object of sale are Services offered on the www.networkingplaybook.uk website.

10. Prime product selling by networkingplaybook.uk is access to elearning resources for the price displayed on the home page.

11. In case of cancellation before the membership ends administration of the portal will invoice remaining amount with 30 days payment term.

12. The purchaser has the right to access his own Client's account data, in particular his own personal data, correct the same and make a request for their use to be discontinued.

13. A condition necessary for placing an order is correct and complete filling in of the order form.

14. The ordering party effects purchase by paying for the Services

15. Transaction settlements by way of a credit card are executed via Stripe. The second option is PayPal.

16. Orders are carried out provided that payment is made to the account of the Website or via the Stripe system.

17. It is reserved that the Website may – in the case of suspected incorrectness or invalidity of an order (this concerns, in particular, errors or intentional, untrue presentation of personal data necessary for the performance of the delivery process) – resign from carrying out the Order. This reservation may be implemented by the Seller upon full return of the amount received from the Purchaser.

18. The Website reserves the right to verify the placed order with the use of all available means and at own expense. Such verification will be performed prior to carrying out the order.

Price

19. All prices are specified in GBP. The price provided next to each Service is binding at the time of placement of an order. In reasonable cases, we reserve the right to change the price of the Service included in the offer, about which the Client will be informed immediately. If the new price does not meet the expectations of the Client, he is fully entitled to change or cancel the order.

20. The prices of the Services published on the Website do not include the costs of delivery.

21. Invoices are issued on request of the Client. In order to request invoice, Client need to send invoice details to hello@networkingplaybook.uk. Invoice will be delivered in .pdf format within 7 days.

PRIVACY POLICY

This is the privacy notice of Networking Playbook t/a Edinburgh Connections Ltd. In this document, “we”, “our”, or “us” refer to Networking Playbook t/a Edinburgh Connections Ltd

We are company number SC622587 registered in United Kingdom

Our registered office is at 41 Pikes Pool Drive, Kirkliston, EH29 9GH

Introduction

This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information.

We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.

We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.

We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at knowyourprivacyrights.org

Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

The bases on which we process information about you

The law requires us to determine under which of six defined bases we process different categories of your personal information, and to notify you of the basis for each category.

If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data.

If the basis changes then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

1. Information we process because we have a contractual obligation with you

When you create an account on our website, buy a product or service from us, or otherwise agree to our terms and conditions, a contract is formed between you and us.

In order to carry out our obligations under that contract we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

1.1. verify your identity for security purposes

1.2. sell products to you

1.3. provide you with our or our member's services

1.4. provide you with suggestions and advice on products, services and how to obtain the most from using our website

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract

Additionally, we may aggregate this information in a general way and use it to provide class information, for example to monitor our performance with respect to a particular service we provide. If we use it for this purpose, you as an individual will not be personally identifiable.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

2. Information we process with your consent

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business our products and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information, for example, by asking you to agree to our use of cookies.

Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. We may aggregate it in a general way and use it to provide class information, for example to monitor the performance of a particular page on our website.

If you have given us explicit permission to do so, we may from time to time pass your name and contact information to selected associates or members whom we consider may provide services or products you would find useful.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us by sending email to hello@networkingplaybook.uk . However, if you do so, you may not be able to use our website or our services further.

3. Information we process for the purposes of legitimate interests

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do after having given careful consideration to:

whether the same objective could be achieved through other means

whether processing (or not processing) might cause you harm

whether you would expect us to process your data, and whether you would, in the round, consider it reasonable to do so.

4. Information we process because we have a legal obligation

We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

Specific uses of information you provide to us.

5. Information provided on the understanding that it will be shared with a third party

Our website allows you to post information with a view to that information being read, copied, downloaded, or used by other people.

Examples include:

5.1. posting our members' profile in the directory

In posting personal information, it is up to you to satisfy yourself about the privacy level of every person who might use it.

We do not specifically use this information except to allow it to be displayed or shared.

We do store it, and we reserve a right to use it in the future in any way we decide.

Once your information enters the public domain, we have no control over what any individual third party may do with it. We accept no responsibility for their actions at any time.

Provided your request is reasonable and there is no legal basis for us to retain it, then at our discretion we may agree to your request to delete personal information that you have posted. You can make a request by contacting us at info@edinburghconnections.co.uk

6. Complaints regarding content on our website

Our website is a publishing medium. Anyone may register and then publish information about himself, herself or some other person.

We attempt to moderate user generated content, but we are not always able to do so as soon as that content is published.

If you complain about any of the content on our website, we shall investigate your complaint.

If we feel it is justified or if we believe the law requires us to do so, we shall remove the content while we investigate.

Free speech is a fundamental right, so we have to make a judgment as to whose right will be obstructed: yours, or that of the person who posted the content that offends you.

If we think your complaint is vexatious or without any basis, we shall not correspond with you about it.

7. Information relating to your method of payment

Payment information is never taken by us or transferred to us either through our website or otherwise. Our employees and contractors never have access to it.

At the point of payment, you are transferred to a secure page on the website of PayPal or Stripe or some other reputable payment service provider. That page may be branded to look like a page on our website, but it is not controlled by us.

8. Job application and employment

If you send us information in connection with a job application (Job Listing Section), we will pass your details to our members or partners who can contact you directly.

We are not taking any responsibilities for employment positions posted on our website.

9. Sending a message to our support team

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us in order to reply with the information you need.

We record your request and our reply in order to increase the efficiency of our business.

We keep personally identifiable information associated with your message, such as your name and email address so as to be able to track our communications with you to provide a high quality service.

10. Complaining

When we receive a complaint, we record all the information you have given to us.

We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

11. Affiliate and business partner information

This is information given to us by you in your capacity as an affiliate of us or as a business partner.

It allows us to recognise visitors that you have referred to us, and to credit to you commission due for such referrals. It also includes information that allows us to transfer commission to you.

The information is not used for any other purpose.

We undertake to preserve the confidentiality of the information and of the terms of our relationship.

We expect any affiliate or partner to agree to reciprocate this policy.

Use of information we collect through automated systems when you visit our website

12. Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

Some cookies may last for a defined period of time, such as one day or until you close your browser. Others last indefinitely.

Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use.

When you first visit our website, we ask you whether you wish us to use cookies. If you choose not to accept them, we shall not use them for your visit except to record that you have not consented to their use for any other purpose.

If you choose not to use cookies or you prevent their use through your browser settings, you will not be able to use all the functionality of our website.

We use cookies in the following ways:

12.1. to track how you use our website

12.2. to record whether you have seen specific messages we display on our website

12.3. to keep you signed in our site

12.4. to record your answers to surveys and questionnaires on our site while you complete them

12.5. to record the conversation thread during a live chat with our support

12.6. Website may use Google Analytics and Google AdWords cookies for statistical purposes in order to improve our marketing strategies. No personal information is processed by using Google cookies. For more information about Google's privacy policy and use of Google cookies, please visit <http://www.google.com/intl/en/privacy> . Third parties, including Google, may use cookies to display advertisements based on previous visits on our website. You may elect to block it without blocking the use of cookies entirely. For more information please visit <http://www.google.com/privacy/ads> .

13. Personal identifiers from your browsing activity

Requests by your web browser to our servers for web pages and other content on our website are recorded.

We record information such as your geographical location, your Internet service provider and your IP address. We also record information about the software you are using to browse our website, such as the type of computer or device and the screen resolution.

We use this information in aggregate to assess the popularity of the webpages on our website and how we perform in providing content to you.

If combined with other information we know about you from previous visits, the data possibly could be used to identify you personally, even if you are not signed in to our website.

14. Our use of re-marketing

Re-marketing involves placing a cookie on your computer when you browse our website in order to be able to serve to you an advert for our products or services when you visit some other website.

We may use a third party to provide us with re-marketing services from time to time. If so, then if you have consented to our use of cookies, you may see advertisements for our products and services on other websites.

Disclosure and sharing of your information

15. Information we obtain from third parties

Although we do not disclose your personal information to any third party (except as set out in this notice), we sometimes receive data that is indirectly made up from your personal information from third parties whose services we use.

No such information is personally identifiable to you.

16. Third party advertising on our website

Third parties may advertise on our website. In doing so, those parties, their agents or other companies working for them may use technology that automatically collects information about you when their advertisement is displayed on our website.

They may also use other technology such as cookies or JavaScript to personalise the content of, and to measure the performance of their adverts.

We do not have control over these technologies or the data that these parties obtain. Accordingly, this privacy notice does not cover the information practices of these third parties.

17. Credit reference

To assist in combating fraud, we share information with credit reference agencies, so far as it relates to clients or customers who instruct their credit card issuer to cancel payment to us without having first provided an acceptable reason to us and given us the opportunity to refund their money.

18. Data may be processed outside the European Union

Our websites are hosted in United Kingdom.

We may also use outsourced services in countries outside the European Union from time to time in other aspects of our business.

Accordingly data obtained within the UK or any other country could be processed outside the European Union.

Access to your own information

19. Access to your personal information

19.1. At any time you may review or update personally identifiable information that we hold about you, by signing in to your account on our website.

19.2. To obtain a copy of any information that is not provided on our website you may send us a request at info@edinburghconnections.co.uk

19.3. After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

20. Removal of your information

If you wish us to remove personally identifiable information from our website, you may contact us at hello@networkingplaybook.uk

This may limit the service we can provide to you.

21. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

Other matters

22. Use of site by children

22.1. We do not sell products or provide services for purchase by children, nor do we market to children.

22.2. If you are under 18, you may use our website only with consent from a parent or guardian

22.3. We collect data about all users of and visitors to these areas regardless of age, and we anticipate that some of those users and visitors will be children.

22.4. Such child users and visitors will inevitably visit other parts of the site and will be subject to whatever on-site marketing they find, wherever they visit.

23. Encryption of data sent between us

We use Secure Sockets Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

Whenever information is transferred between us, you can check that it is done so using SSL by looking for a closed padlock symbol or other trust mark in your browser's URL bar or toolbar.

24. How you can complain

24.1. If you are not happy with our privacy policy or if have any complaint then you should tell us by email. Our address is hello@networkingplaybook.uk

24.2. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

24.3. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

25. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

25.1. to provide you with the services you have requested;

25.2. to comply with other law, including for the period demanded by our tax authorities;

25.3. to support a claim or defence in court.

26. Compliance with the law

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.

27. Review of this privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

[Download ICO Certificate for Networking Playbook t/a Edinburgh Connections Ltd](#)

If you have any question regarding our privacy policy, please contact us
hello@networkingplaybook.uk.