

**Guideline
Terms & Conditions**

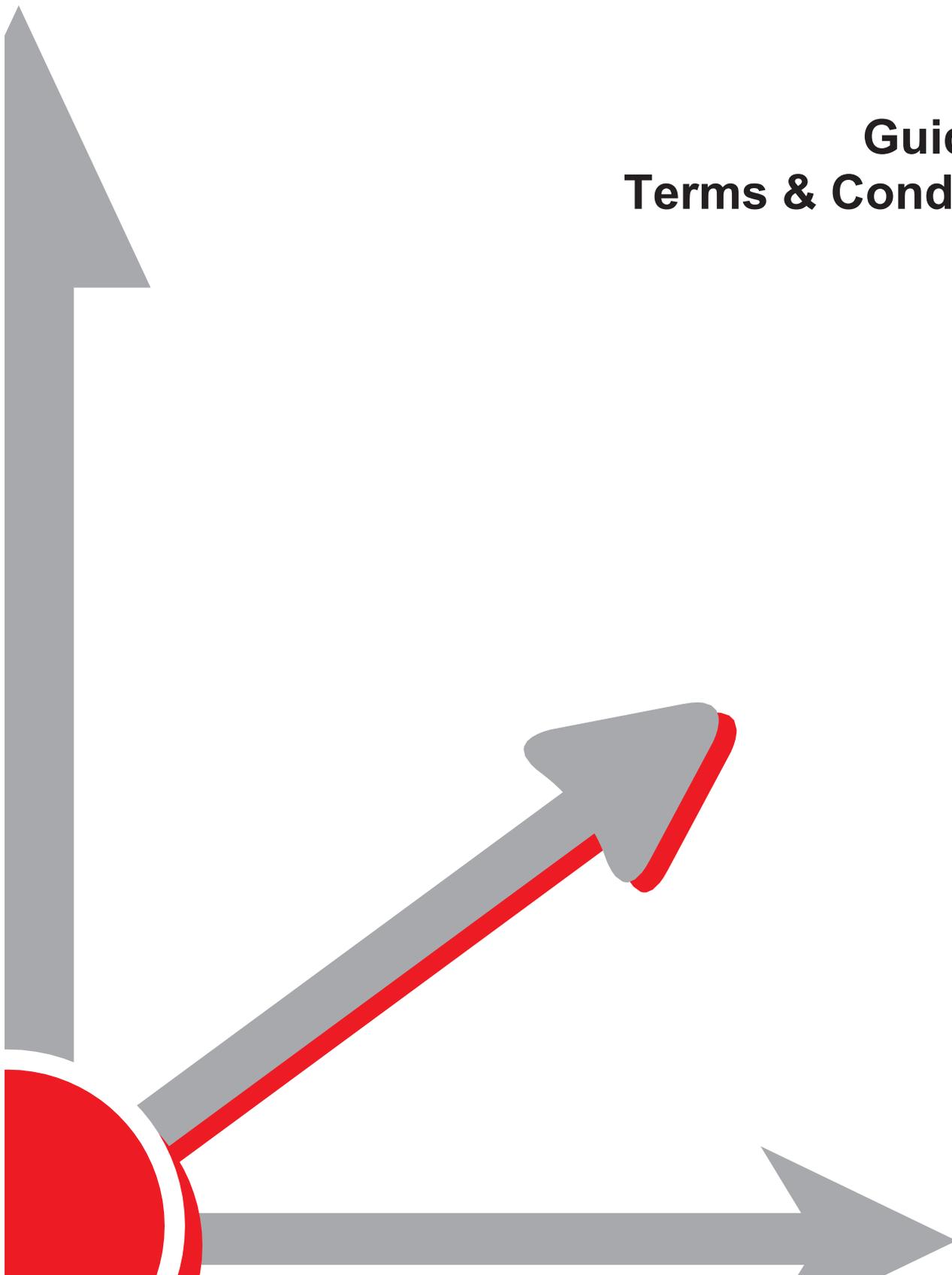


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Foreword

These are the Standard terms and conditions; they are incorporated into the Purchase Form and are also imbedded into the Euralarm web site for our policy on Cookies and Euralarm Intellectual Property protection. These T&C's are reviewed annually in line with the review of other documents

Changes revision table			
Date	Rev #	Paragraph / Page	Change
Aug 15	1	All	Document Created
Jan 16	2	D Harrington	Added appendix's 1 and 2
Mar 17	3	P Pogorzelski	Updated Cookies and Privacy

DISCLAIMER

This document is intended solely for guidance of Euralarm members, and, where applicable, their members, on the state of affairs concerning its subject. Whilst every effort has been made to ensure its accuracy, readers should not rely upon its completeness or correctness, nor rely on it as legal interpretation. Euralarm will not be liable for the provision of any incorrect or incomplete information.

Note: The English version of this document, , is the approved Euralarm reference document.

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Terms and Conditions; Web Site, Cookies, Members, Intellectual Property and Purchase

1. Web Site General Terms & Conditions

1.1. Corporate Information

Euralarm is registered in Switzerland. Registered number.

Registered office: Euralarm. Gubelstrasse 22, CH-6301 Zug, Switzerland

1.2. Governing Law

This site is governed by the laws of the country of Switzerland within which Euralarm resides and any dispute or action arising out of this site shall be determined in accordance with such laws.

1.3. Intellectual Property Rights

'Intellectual Property Rights' means any patents, copyright, database rights, design rights, registered designs, trademarks or service marks, trade names or know how (whether registered or not) and all rights or forms of protection of a similar nature existing anywhere in the world. All intellectual property rights on this site are owned by or licensed to Euralarm, and may not be reproduced or copied except as set out below. All intellectual property rights on this site are the exclusive property of Euralarm (or its suppliers) and may not be reproduced or copied except as set out below. The contents of this site are © Euralarm 2015. The reproduction of any material present on this site is prohibited, except that you may print or download extracts for non-business use.

1.4. Use of Euralarm Logo & Member Benefits

1.4.1 The Euralarm logo is a registered trademark of this Company in Switzerland and other countries. Only Euralarm member companies have the right to use the logo unless otherwise authorised.

1.4.2 All member benefits are for use by the member company and its employees only. An event booking where a discount for members is shown is only available to the member company's employees, not to sub-contractors or subsidiary companies. Other relevant third party benefits are only available (unless otherwise stated) to the member company.

1.5. Hypertext Links

Certain hypertext links in this website may lead you to websites which are not under the control of Euralarm. When you activate these, you may leave the Euralarm website. These links are provided solely for your convenience and do not represent any endorsement or recommendation by Euralarm. Euralarm accepts no responsibility or liability for the contents of any website to which a hypertext link exists and gives no representation or warranty as to the information on such websites. Euralarm accepts no responsibility or liability for any loss arising from any contract entered into with any website to which a hypertext link exists.

1.6. No Liability for Unavailability

Euralarm does not accept any liability for any loss that may arise if the goods or services advertised within this website become unavailable.

1.7. Use of Cookies

1.7.1 What Are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies [click here](#)

1.7.2 How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

1.7.3 Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of the this site. Therefore, it is recommended that you do not disable cookies.

1.7.4 The Cookies We Set

If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your site preferences when logged out.

We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

From time to time we offer user surveys and questionnaires to provide you with interesting insights, helpful tools, or to understand our user base more accurately. These surveys may use cookies to remember who has already taken part in a survey or to provide you with accurate results after you change pages. However, at any time if you ask us to see if we have retained data about you we will and we would remove it if requested.

When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.

1.7.5 Third Party Cookies

In some special cases, we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

Third party analytics are used to track and measure usage of this site so that we can continue to produce engaging content. These cookies may track things such as how long you spend on the site or pages you visit which helps us to understand how we can improve the site for you.

From time to time we test new features and make subtle changes to the way that the site is delivered. When we are still testing new features these cookies may be used to ensure that you receive a consistent experience whilst on the site whilst ensuring we understand which optimizations our users appreciate the most.

We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the following social media sites including; Twitter, Youtube, LinkedIn, will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

1.7.6 More Information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site. However, if you are looking for more information please contact us.

1.8. Members Terms & Conditions

1.8.1 Security Measures to be taken under European Data Protection Laws

As a user and holder of membership data you are under certain security obligations arising from European Data Protection Laws. In general terms, this means that you must have appropriate organisational and technical security measures in place to protect this data.

1.8.2. Internet Use Terms & Conditions

Euralarm lets you view your member information online for your ease of reference and convenience. Your security is important to us and we have taken steps to put in place appropriate security measures to protect your information. However, you need to recognise that communication and storage of information on the internet can never be absolutely secure and so you need to read through these terms and conditions before you agree to our making your information available online.

1.8.3 Passwords and Protecting Access to your Computer

Do not reveal your password to anyone or write it down where it may be found by others. Try to avoid 'obvious' passwords that would be easy for others to guess, such as your name or the name of a family member. You are responsible for any access to our website made using your password.

1.8.4 Security Breaches

if, despite the precautions and security measures you and we take, you find out that there is a breach of security, please let us know as soon as possible.

We do not accept any responsibility or liability to you in the event that any personal information accessible from any of our websites is disclosed, becomes known, or is intercepted or for any other breaches of security in respect of such information. However, we will use reasonable endeavours to rectify any security breaches, which occur through no fault of our own. Nothing this section limits or excludes any liability, which we would not be able to exclude or limit by law.

1.9 Contact

you may contact us by email secretariat@euralarm.org. Such emails are not a 100% secure method of communication. Euralarm accepts no responsibility for any loss you may suffer as a result of interception. Euralarm advises that you do not transmit any of your personal details by email. We regret that we cannot send to you confidential information by email.

2. Purchase Terms & Conditions

2.1. Corporate Information

Euralarm is registered in Switzerland. Registered number.

Registered office: Euralarm. Gubelstrasse 22, CH-6301 Zug, Switzerland

2.2. Governing Law

These conditions are governed by the laws of the country of Switzerland within which Euralarm resides and any dispute or action arising out of these shall be determined in accordance with such laws.

2.3. Price Policy

Euralarm is a members' organisation and therefore all purchase pricing favours members. This provides membership benefit, which helps justify the annual subscription member's pay. Purchase orders will be issued on Euralarm's formal purchase order form and no other format can be considered to be a formal order to purchase. It will refer to any quotation or specific offer documents made to us. Euralarm is not under the

reverse charging regulations responsible for paying VAT/TVA on services supplied, therefore your offer needs to be net of any Value Added Tax

2.4. Payment Policy

The default payment method is net 30 days after the month of receiving your invoice, payment is made via our online secure transfer into your bank account. To allow this to happen Euralarm requires that you provide details of your Bank and Account Number on the invoice. On projects the invoicing may be staged and Euralarm may retain part of the value invoiced as a guarantee. All invoices for payment should be submitted electronically to the email address on the Purchase Order form

2.5. Delivery Policy

Euralarm expects Goods to be normally dispatched by you within five working days from receipt of our order/payment (subject to stock availability). In the event that an item is out of stock you will advise accordingly and provide an estimated delivery date. Our order may be dispatched in several boxes. If you fail to ship the items against the scheduled supply dates Euralarm may then cancel the order at no cost to us. All shipments will be at your delivery cost and you will insure the goods for all risks that may occur, Risk and Title will not have passed until the goods have been delivered to the ordered specification and location.

2.6. Returning Goods – Our Statutory Rights

By law, customers in the European Union have the right to withdraw from the purchase of an item within seven working days of the day after the date the item is delivered. We will inform you within seven working days starting with the day on which they are delivered, we then expect full refund of the money as soon as possible and at the latest within 30 days of receiving our written notice to cancel.

If our order includes a damaged or missing item(s), Euralarm will contact you within three working days of delivery. Once we have done that we expect you to arrange to deliver a replacement(s). We reserve the right to return the damaged item(s) before you dispatch the replacement(s) and the return postage cost will be refunded by you.

2.7. Third Party Event Booking

A third party may from time to time make a purchase or booking for an event that requires us to pass on contact details for delegates or our member companies and sponsors, our third party agrees not to use data acquired for any marketing purposes whatsoever, further more they agree not to retain any data beyond the event date, such data could be but not limited to names, address, email address and credit card numbers

2.8. Cancellation of Event Booking

2.8.1. Cancellation by Euralarm

Notification of cancellation by us will be in writing. Euralarm expects refund of 100% of the deposit in the instance of a cancellation made more than eight weeks prior to the event. Cancellations made within four to eight weeks of the event date will incur a 50% charge of the value of booking; cancellations made within four weeks will incur the full charge of 100% of the value of the booking.

2.8.2. Liability on Cancellation by Euralarm

Euralarm reserves the right to cancel an order or a booking or reschedule dates when necessary. Euralarm will not be held liable for any direct or indirect expenses or for any loss of time, earnings or business, should the decision be made to cancel or postpone any order or event booking.

Document: 15-08-15-GO-3X-EN
Publication date: 15-08-2015

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