



## YOUR OPPORTUNITY TO OPT IN (Data Protection)

The Chamber regularly communicates with its members, by email, post and telephone. We aim to approach members with information that is of interest to them. To opt in to receiving communication please tick the below box to give consent:

I give consent for the **Chamber to communicate** to the company that holds the membership and its employees, by email, post and telephone.

To offer a broader range of services we may, from time to time, give details of your Membership of the Chamber to associated companies. If you wish your business to be considered for the extra benefits this may offer, please give consent by ticking the below box to opt in:

I give consent for my company's details to be listed on the **Members Database**, these will from time to time be provided to other members to provide information on exclusive member offers, online and printed Chamber directories and literature.

The data you provide about your company will be used for Membership purposes so that the Chamber can communicate services of relevance to your company. The Chamber uses a third-party controller Mail Chimp to process e-newsletters. You have the right to examine the data held on your company or withdraw your consent for any of the above at any given time, to contact a representative at the Sussex Chamber of Commerce.

## Terms & Conditions

### Duration of Membership

The minimum period is 12 months. Should a member decide to terminate membership within the 12-month period, then they remain liable for the full annual fee. No refunds can be given, and membership is non-transferable.

### Communication

The Chamber regularly communicates with its members by email, post, and telephone. We aim to approach members with information that is of interest to them. This is an integral part of membership, to consent to this please tick the relevant box above. This regular communication can be terminated by the member at any given time. Also, from time to time, members may be contacted by the Chamber's carefully selected partners to make them aware of certain membership benefits, to give consent to receive these benefits please tick the relevant box above.

### Termination of Membership

A member may terminate their membership by giving written notice at least 1 month before their renewal date. If no such notice is received the member will be liable for the ensuing year, which shall be debt due to, and legally recoverable by the Chamber.

Sussex Chamber reserves the absolute right to terminate the membership of any member when it is reasonably considered that continued membership is not in the interest of the Chamber or its members.

### Chamber Services

Should membership come to an end for any reason, the ex-members will immediately forfeit all rights to access Chamber Services and benefits. Any advice sought following the termination of membership will be charged accordingly. Also, the Chamber shall notify other service providers and any ex-members will be excluded from their beneficial rates.

### Chamber Logo

If membership comes to an end the ex-member must destroy all stationery displaying the Sussex Chamber logo (This includes logos shown on websites).

### Articles of Association

Membership is subject to the provision of the Articles of Association (available on request) and in the event of a conflict between these terms and conditions and the Articles of Association, the Articles shall prevail.

### Liability

The Chamber shall have no liability for any losses suffered by a member because of the use of services offered by a fellow member. The Chamber shall have no responsibility for advice given or services provided by its third-party service providers.

## The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date, or frequency of your Direct Debit Sussex Chamber of Commerce will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Sussex Chamber of Commerce to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Sussex Chamber of Commerce or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society - If you receive a refund you are not entitled to, you must pay it back when Sussex Chamber of Commerce asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

