



## Terms and Conditions

The Society's full Terms and Conditions relating to copyright, meetings and courses, and publications can be found [here](#).

### 1. Copyright

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### 2. Disclaimer

Every user explicitly acknowledges that all information and hyperlinks obtained/found on the RMS website are provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose, and that the entire risk of acting on information obtained from this system, including the entire costs of all necessary remedies, is with those who choose to act on such information and not with the operators of this system or the suppliers of the information.

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### 3. events

#### 3.1 Cancellation by delegate

If cancellation by the delegate is within one month of the start date of the event - No refund will be given.

If cancellation by the delegate is before one month but within 3 months of the start date of the event - the delegate shall be entitled to a refund of fees paid less 50% administration fee.

If cancellation by the delegate is prior to 3 months before the event - the delegate shall be entitled to a refund of fees paid less 10% administration fee.

#### 3.2 Cancellation by RMS

In the event of a course, meeting or exhibition being cancelled by the organisers, all fees will be refunded in full, subject to Clause 3.3.

In the event that a course or meeting is subject to a change of date by the organisers, the option of attendance at the new date or alternatively a full refund for the delegate will be given, subject to Clause 3.3.

#### 3.3 Force majeure

The Royal Microscopical Society shall not be liable for the delay or cancellation of an event, if the delay or cancellation is caused by circumstances or events outside our reasonable control, which shall include but not be limited to industrial action, acts of God, terrorism, war or civil commotion.

#### 3.4 Failure to make payment in advance of event taking place

If you have registered to attend an event and fail to make full payment within the time period stated on correspondence or invoice, you will be refused admittance to the event and where possible your place will be resold. You may also be liable for a late payment surcharge.

#### 3.5 Membership Rates

To qualify for the RMS membership registration rates for our events, you must have been a member of the RMS for at least 6 consecutive months prior to registration.

### 4. Exhibition Stand Space

Deposit for exhibition stand space is not refundable unless the full space has been successfully re-sold. Any refund given for re-let stand will be subject to a 20% administration fee.

Cancellation of exhibition space when the full balance has been paid is discretionary and a refund will only be considered if the space is successfully re-sold in full. Any refund will be subject to a 20% administration fee.

### 5. Publications

A full refund will be given for out of stock items. All other items are non-refundable.

### 6. Privacy Policy

This privacy policy sets out how the Royal Microscopical Society (RMS) uses and protects any information that you give the RMS when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The RMS may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st February 2012.

#### What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

#### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests. However, you can opt out of receiving further information from us at the time you register for an event or after by emailing [info@rms.org.uk](mailto:info@rms.org.uk) stating that you wish to be removed from our mailing list.

#### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@rms.org.uk](mailto:info@rms.org.uk).

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to [info@rms.org.uk](mailto:info@rms.org.uk).

If you believe that any information we are holding on you is incorrect or incomplete, email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

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