

# London Business School Student Association Campus Groups

## Terms & Conditions of Use

### Introduction

The proceeding terms and conditions apply to you if you choose to use Campus Groups as either a student, partner of student, alumnus, faculty member, or staff member of London Business School or as any other 3<sup>rd</sup> party user. Our Privacy Policy can be found [here](#).

You will find the detailed terms and conditions below, however, we draw your attention to the following:

- In using Campus Groups, you agree to act in accordance with the School's code of conduct that is applicable to you and you agree to respect the privacy of all other users (see clause 1 and 11 for more details)
- Club or society membership on Campus Groups does not confer, nor necessarily imply, membership of the London Business School Student Association. Formal membership of this entity is governed by the Student Association constitution (see clause 10 for more details)
- Unless otherwise stated or provided for by law, tickets purchased through Campus Groups are non-refundable (see clause 11 for more details). Transfer or resale of tickets is at the sole discretion of the organising club's executive committee.

We must also provide some specific, further points related to protection of your data. These points are elaborated on in clauses 9 and 20:

- By consenting to this agreement, you are opting-in to allow the Student Association to collect, process, store and use your personal information in accordance with applicable laws, including the European Union General Data Protection Regulation (GDPR).
- Your data will be used to further the objectives of the Student Association, including, but not limited to, the administration of elections, surveys, clubs' membership, activities and communications. A full list of purposes may be found on our Privacy Statement
- Your data may be shared with third parties, abiding by applicable laws, as occasionally required to further these purposes. Details of when we may share your data can be found on our [Privacy Policy](#).
- You can request to have your data deleted at any time by contacting [saoperations@london.edu](mailto:saoperations@london.edu)
- You can request more information on data protection by contacting [saoperations@london.edu](mailto:saoperations@london.edu)

Please read the full terms and conditions below, in conjunction with our [privacy policy](#) before providing your consent. If you have any questions these can be directed at the SA Operations team by email – [saoperations@london.edu](mailto:saoperations@london.edu).

Use of Campus Groups is conditional on your acceptance of these Terms and Conditions. If you do not agree to comply with these Terms and Conditions, you must leave Campus Groups and make no further use of it.

### 1. **Definitions**

In these Terms and Conditions:

**Campus Groups:** means the London Business School Student Association intranet and extranet site <http://clubs.london.edu>;

**Content:** Content means articles, stories, images, videos etc. published directly to Campus Groups;

**Student:** means current degree-seeking or PhD Student at London Business School;

**Alumnus/a:** means a person who has Alumni status having completed a qualifying programme and paying all fees due to the School in respect of their qualifying programme, or who has had Honorary Alumni Status conferred on them by the School.

**School community** means:

- a) Alumni, Students, faculty, staff of London Business School; and
- b) any other persons who are at or connected with the School at any given time and who are authorised to access Campus Groups, such as, but not limited to, partners of Students

**We** means London Business School Student Association, its clubs, societies and committees and its officers, board and executive committee members;

**Terms and Conditions** means these terms and conditions of use for Campus Groups, as amended from time to time;

**School** means London Business School, Regent's Park, London NW1 4SA, United Kingdom;

**SA** means London Business School Student Association, Regent's Park, London NW1 4SA, United Kingdom;

## **2. Interpretation**

The Terms and Conditions set out general principles for acceptable behaviour in connection with your use of Campus Groups. To the extent that these Terms and Conditions do not address a particular aspect of Campus Groups usage, you must act in such a way as to:

- a) observe Student and Alumni Codes of Conduct (available from the School on Portal and/or Canvas),
- b) maintain and build trust within the School community,
- c) respect the privacy of members of the School community;
- d) observe the confidentiality of information and materials supplied on Campus Groups; and
- e) maintain and increase the respect in which the School and the SA is held both within and outside the School community.

## **3. Contacting members of the School community for business purposes**

If your access rights allow you to directly contact other users on Campus Groups you may do so for business purposes only if you adhere strictly to the following conditions:

- a) You may approach individual members of the School community for business purposes provided that you have first properly researched which of those persons are likely to be interested in your business approach and that your approach is specifically targeted to those persons.
- b) You must only make your approach under paragraph (a) above once, and your documentation/communication should indicate that:
  - i. you will not make any further approach unless the recipient replies to you; and
  - ii. you are complying with these Terms and Conditions.
- c) For the following purposes only:
  - i. As required by a club sponsorship or event promotion that would be of interest to those users
  - ii. your own personal informational, educational and/or collaborative purposes; and/or
  - iii. your own personal commercial and/or business purposes insofar as this use is permitted by these Terms and Conditions.

You must not use the Campus Groups bulk email facility or Campus Groups discussion boards for any form of business promotion other than those which are endorsed by clubs as part of a sponsorship or event agreement.

## **4. Contacting members of the School community to request their philanthropic support**

London Business School and London Business School Student Association are charities and therefore promotion of other charities to the community (via Campus Groups and other means) is governed by a separate regulation – Fundraising Guidelines (available [here](#)). These regulations can be found on the SA Club website or by contacting [sa@london.edu](mailto:sa@london.edu). Please ensure these regulations are followed when planning a philanthropic event.

## **5. Campus Groups Content – Permitted Uses**

You may only browse, download, view, print, copy onto your personal device or hard disk of your computer and otherwise access and/or use content published on Campus Groups, excluding content from third party databases unless permitted under licence:

- a) if you are a member of the School community; and provided that you do so:
  - i. in good faith; and
  - ii. in accordance with these Terms and Conditions; and
  - iii. with express opt-in consent of any individual's personal or sensitive data; and
  
- b) for the following purposes only:
  - i. your own personal informational, educational and/or collaborative purposes;
  - ii. the facilitation of, or participation in, an event or activity held by the London Business School Student Association;
  - iii. and/or in furtherance of the objectives of the London Business School Student Association.

Any other type of use requires the SA's and the School's prior written agreement.

## **6. Bulk email facility**

You may only use the bulk email facility available in Campus Groups only if you have completed the appropriate data handling course and only to communicate with:

- a) members of clubs where you are a club officer;
- b) members of discussion groups and teams to which you belong, on topics of relevance to the discussion group or team.

## **7. Prohibitions**

When using Campus Groups, you must not:

- a) post, upload, email, or otherwise transmit any material, the publication, dissemination, use or possession of which:
  - i. infringes the rights of any person or which is unlawful in any other respect (including but not limited to inciting racial hatred); or
  - ii. is abusive to any other member of the School's community, defamatory, or obscene; or
  - iii. unreasonably restricts or inhibits the use and enjoyment of Campus Groups by any member of the School community;
- b) post (and this includes any email services provided by Campus Groups) any commercial messages or advertisements in areas not specifically designated for that purpose. Where they are permitted, any such messages must be accompanied by a 'declaration of interests', that is, a truthful and descriptive declaration of how the poster is related to the business or service mentioned;
- c) post, upload, email or otherwise transmit any unsolicited advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of solicitation or commercial exploitation, save as explicitly permitted by these Terms and Conditions;
- d) knowingly post, upload, email or otherwise transmit any material that contains software viruses, or any other computer code, files, or programmes designed to interrupt, restrict,

- destroy, limit the functionality of, or compromise the integrity of any computer software or hardware or telecommunications equipment;
- e) transmit or re-circulate any material obtained from Campus Groups to any third party, other than an authorised member of the School community;
- f) remove the copyright or trade mark notice(s) from any copies of any material made in accordance with these Terms and Conditions; or
- g) use Campus Groups in any way that might bring the School or the SA into disrepute.

## **8. Log-in security**

When accessing Campus Groups, you must observe the following log-in security rules:

- a) You are absolutely responsible for the security of your password. You will not share it with anyone, nor write it down or otherwise record it in an insecure place.
- b) You will not allow others to use your account to access Campus Groups. If you think that the security of your account may be compromised in any way, you must report it to both the School's IT team and the Student Association immediately by emailing [help@london.edu](mailto:help@london.edu) and [sa@london.edu](mailto:sa@london.edu) respectively. You must also immediately change your password.
- c) You will ensure you are fully logged out of Campus Groups on any computer you are no longer using.

## **9. Data security**

In respect of any personal data about fellow members of the School community which you may access and/or download through Campus Groups, you must observe the following data security rules:

- a) This data is confidential and may only be used in accordance with these Terms and Conditions, where users have opted-in to its usage in that manner.
- b) You are absolutely responsible for the security of any accessed data. If printed or recorded by hand or voice, you must not leave it in an insecure and/or public place. If downloaded, it must be to a computer or other device whose security you are in charge of, and it must be secure within that computer or device.
- c) Data files must not be left unprotected. If you are not sure how to secure data, then do not download data. If you download data onto a shared or networked computer (including the School's computers), in addition to assuming responsibility for the security of that data while you have access to that computer, you must also ensure that the data is erased when you cease to have access to that computer.
- d) You may only create a database (electronic or otherwise) that includes material downloaded or otherwise obtained from Campus Groups if you observe these data security rules, do not share this information with any person outside the School community (unless explicitly agreed with all parties and only use this information in accordance with these Terms and Conditions).

## **10. Clubs**

While the School and SA seek to encourage an open, interactive, and non-discriminatory community, club organisers and officials may impose reasonable prerequisites for membership of clubs.

- a) Club organisers and officials must exercise their power to add and remove club members fairly and reasonably.
- b) Clubs may only be formed on Campus Groups for the pursuit of lawful activities and with the approval of the Student Association.

Note that membership of a club or society on Campus Groups in no way confers nor necessarily implies membership of the London Business School Student Association entity. Membership of clubs and societies is welcomed of the entire London Business School community. Formal membership of the London Business School Student Association entity is governed by its Constitution and Articles.

These can be found on the Student Association club website or by contacting [saoversight@london.edu](mailto:saoversight@london.edu).

## **11. Your obligations and acknowledgments**

- a) You are responsible for keeping accurate and up to date your current personal contact details which are held in Campus Groups.
- b) You are responsible for checking the accuracy of relevant facts and opinions given on Campus Groups before entering into any commitment based on them.
- c) You must ensure that you have installed adequate and up to date computer anti-virus software on your computer or other device.
- d) You acknowledge that, notwithstanding our use of encryption software to attempt to prevent unauthorised access to your personal information, your communication of sensitive financial and personal information to us through Campus Groups or by email is not 100 per cent secure.
- e) You acknowledge that if you enter into any agreement with a third party as a result of any opportunity of which you become aware on Campus Groups, the School and the SA are not liable for, and take no responsibility for, any contract entered into by you and the third party.
- f) You acknowledge that if you submit any material to Campus Groups you understand and accept that the School, the SA, and the School community may make use of that material in accordance with these Terms and Conditions.
- g) You acknowledge that, unless otherwise stated or explicitly entitled by law, all tickets purchased through Campus Groups are non-refundable. In some cases, refunds may be permitted at the discretion of the Student Association.

## **12. The SA's obligations**

- a) We will store, access, process and use the data you consent to provide us with in accordance with governing laws
- b) Whilst we will use reasonable endeavours to ensure that information provided on Campus Groups is accurate and complete, the contents of Campus Groups are naturally subject to change from time to time and the SA cannot guarantee the accuracy and completeness of that information.
- c) We do not guarantee that your use of Campus Groups will be free from error and/or uninterrupted.
- d) We will endeavour to use appropriate encryption technology to protect your communications of sensitive financial and personal data to us.
- e) We will use reasonable endeavours to ensure that Campus Groups is free of computer viruses, but we do not warrant that it will be free of viruses.
- f) Some of the pages on Campus Groups may include links to external websites. Any links are included to give you the opportunity to access other pages that it is felt may be of interest or assistance to you. Neither the School nor the SA are responsible for the content of those sites.

## **13. Complaints procedure**

The Student Association has a complaints policy that can be used for all complaints raised against the Student Association or its members and, in some circumstances, members of the School Community. The complaints policy is available on the SA website (available [here](#)) or by contacting [saoversight@london.edu](mailto:saoversight@london.edu).

The complaints policy can be used by users of Campus Groups for actions that contravene these Terms and Conditions.

- a) If you consider that a member of the School community has breached these Terms and Conditions in their dealings with you, you should first seek to resolve this matter informally by approaching them directly to explain the basis of your concern.

- b) If your informal approach does not render a satisfactory result (normally, an apology within a reasonable time frame), then you should follow the complaints policy. A complaint may be lodged in writing by e-mail with any member of the SA Executive Committee or by contacting [saoversight@london.edu](mailto:saoversight@london.edu)
- c) The Student Association will deal with all formal complaints received in accordance with the above-mentioned complaints policy.

#### **14. Enforcement of Terms and Conditions**

For Students, failure to comply as a student may result in disciplinary action from the relevant programme office and your access to Campus Groups may be revoked.

For Alumni, failure to comply with these Terms and Conditions may result in disciplinary action being taken against you, including withdrawing your Alumni benefits and services, in accordance with the Alumni Code of Conduct and your access to Campus Groups may be revoked.

For Staff or Faculty, failure to comply with these Terms and Conditions may result in disciplinary action being taken against you, and your access to Campus Groups may be revoked.

For all other users, failure to comply with these Terms and Conditions may result in your access to Campus Groups being revoked and may result in other action pursued as determined appropriate by the Student Association.

The School and the SA otherwise reserves all its legal rights.

#### **15. Variation of Terms and Conditions**

We may vary the Terms and Conditions from time to time. Please ensure that you review the Terms and Conditions regularly as you will be deemed to have accepted the most recent version of the Terms and Conditions if you continue to use Campus Groups after any variation has been posted. We will use our reasonable endeavours to notify all substantive changes to the Terms and Conditions via e-mail.

#### **16. Competition terms**

The SA may, from time to time, have competitions, prize draws or other promotions and offers on Campus Groups. These will be subject to additional terms and conditions that will be made known to you.

#### **17. Intellectual Property**

All copyright and other rights that subsist in Campus Groups, save where otherwise expressly indicated, are the property of the School or the SA as relevant.

The names, images and logos identifying the School, the SA, or third parties and their products and services, are the proprietary marks of the London Business School, the London Business School Student Association and/or as relevant the third parties. Any use made of these marks may be an infringement of rights in those marks and the School reserves generally its right to pursue such claims that may arise.

#### **18. Indemnities**

You agree to keep the SA, and/or the School fully indemnified against all actions, claims, losses, damages, and costs (whether paid by way of settlement or otherwise) suffered or incurred by or on behalf of the SA and arising directly or indirectly from any breach (proven or alleged) by you of any of these Terms and Conditions.

## **19. Cookies**

Like most web sites, CampusGroups uses cookies and web log files to track site usage. A cookie is a tiny data file which resides on your computer which allows CampusGroups to recognize you as a user when you return to our site using the same computer and web browser. Unfortunately, if your browser settings do not allow cookies, you will not be able to use our website. Like the information you enter at registration or in your Profile, cookie, and log file data is used to customize your experience on the web site.

## **20. Data Protection**

We hold and process the personal data you provide to us (or authorise others to provide to us) in accordance with the Data Protection Act 1988 and the European Union General Data Protection Regulation (EU GDPR). Full details of how we process your personal data can be found on our privacy statement [here](#).

## **21. Disclaimers**

We exclude, in so far as it is legally possible, all liability and responsibility for any damages (other than liability for death or physical injury arising out of our negligence) including, but not limited to, indirect or consequential damages, damages for loss of opportunity or chance, or any damages whatsoever arising from use or loss of use, data, or profits, whether in action of contract, negligence or other tortious action, arising out of, or in connection with:

- a) any information on Campus Groups or any other internet or web sites or the use of that information; or
- b) the misuse of loss of data or information which you submit to us through Campus Groups or by email;
- c) any viruses or any other computer code, files or programs designed to interrupt, restrict, destroy, limit the functionality of or compromise the integrity of any computer software or hardware or telecommunications equipment or other material transmitted with or as part of Campus Groups.

## **22. Severance**

If any of these Terms and Conditions is determined to be illegal, invalid or otherwise unenforceable, it will be severed and deleted from the Terms and Conditions and the remaining Terms and Conditions will survive, remain in full force and effect and continue to be binding and enforceable.

## **23. Choice of law**

These Terms and Conditions are governed by the laws of England and Wales. Any disputes arising from matters relating to Campus Groups will be exclusively subject to the jurisdiction of the courts of England and Wales. By accessing Campus Groups, you are accepting these Terms and Conditions.