

These terms and conditions will govern your membership with Sustainability and Environmental Education (SEEd). In these terms and conditions the following words shall bear the following meaning:

- **SEEd** means Sustainability and Environmental Education, 9-13 Kean Street, London, WC2B 4AY.
- **Member** means any Member of SEEd or any person or persons intending to or who have applied for membership of SEEd upon the terms and conditions contained herein.
- **Membership Year** means the Membership Year will run for 12 months from the date that a sole Member joins SEEd and the membership payment is received. If a Member joins as part of a corporate membership the Membership Year will run for 12 months from the date that the lead Member of that corporate membership joins SEEd.
- **Event or Events** means any of the activities or events organised by SEEd for its Members.
- **Website** means the SEEd Website: [www.se-ed.org.uk](http://www.se-ed.org.uk).

#### ...TERMS & CONDITIONS CONTINUED

We will use your data to administer your membership and Events you attend. When you attend an Event your name may be included on a delegate list. Where you obtain information about other Members you must use this in accordance with the Data Protection Act 1998.

Other Members may also use the personal data you make available in the Members directory. Do not make any information public which you do not want other Members to see.

If you have a concern about how another Member is using your personal data, or if you think it is being used in breach of these terms, please contact us at [info@se-ed.org.uk](mailto:info@se-ed.org.uk).

You acknowledge that the internet is not a completely secure medium, and we therefore cannot be responsible for breaches of security arising out of intentional and/or unauthorised attempts to access the Website, for example, by computer hackers. In addition, we are not responsible for the use made of your personal data by other Members who access it through the Website.

#### 9. GOVERNING LAW

These terms and conditions shall be interpreted in accordance with English law and all disputes shall be subject to the exclusive jurisdiction of the English Courts.



**SEEd**

9 – 13 Kean Street  
London WC2B 4AY

**Telephone:** 020 7420 4446

**Email:** [info@se-ed.org.uk](mailto:info@se-ed.org.uk)

**Website:** [se-ed.org.uk](http://se-ed.org.uk)

Registered Charity Number: 1129275



## SEEd Membership Terms and Conditions

## 1. MEMBERSHIP

Members of SEEd will be invited to attend events organised by SEEd. Details of such events will be uploaded on the Website as well as being emailed to all Members by e-newsletter.

All other membership benefits (such as discounts for research report) can be found on the Website and will be offered directly to Members. SEEd cannot guarantee the availability of Member to Member offers, and any goods or services provided may be subject to additional conditions.

## 2. MEMBERSHIP DETAILS

All applications for membership of SEEd are to be made via the SEEd Membership Application form. By submitting the application form, the Member is deemed to have signed the application form.

On completion of an application form, each new Member will receive an e-welcome pack which will contain a membership number, as well as login details to access the online members forum on the SEEd Website. On acceptance of the membership application by SEEd, Members shall be bound during the continuance of membership by these Terms and Conditions including any amendments made in accordance with the procedure set out below.

SEEd reserves the right at all times and in its absolute discretion to determine the number of Members in SEEd and may accept or reject applications for membership as it feels fit.

Members of corporate memberships must all be part of the same cost centre or department or all work at the same site. The Lead Member is responsible for annual membership renewal and will be SEEd's first point of contact for any enquiries. All membership monies are payable in sterling. Payment can be made by electronic transfer or by a cheque. Membership fees are revised annually and will be notified to Members in writing. Clause 5 contains cancellation rights.

## 3. SEED MEMBERS AREA

Members can use their membership personal login and password details to enter the SEEd Members Forum on the Website. Within this Members only area, Members will have access to a directory of Members but the use of data from the directory for commercial purposes of any sort is not permitted.

Members can choose to update their personal details such as name, e-mail address, and phone number.

SEEd reserves the right to refuse access to the secure Members only pages. SEEd shall not be liable for any loss or damages whatsoever arising from your inability to access any pages on the site.

Any Member wishing to change, add or delete any information on themselves held on the Members only sections of the Website are able to do so by logging in and amending the details. If you are unable to login or access

this area or you forget your login or password, you can contact the Website administrator by emailing [help@se-ed.org.uk](mailto:help@se-ed.org.uk).

In the case of organisational membership, the following will apply:

**Small organisations:** max 2 registered users

**Medium organisations:** max 3 registered users

**Large organisations:** max 5 registered users

## 4. DISCUSSION FORUMS

Members can participate in various SEEd Online Discussion Forums. The SEEd Forum area is a public system and as such SEEd takes no responsibility for the views expressed in messages posted to any discussion. Any views expressed are those of individuals, and do not necessarily reflect the views or policies of SEEd.

SEEd does not verify, confirm or accept any responsibility for any of the information, advice or material provided on the SEEd Forums. If you use any of the information, advice or material posted on these forums, you do so solely at your own risk.

SEEd accepts no obligation to monitor the use of the forums but reserves the right to remove without notice any material posted to any discussion which SEEd deems to be offensive or in any way wholly inappropriate to the nature of the discussion. If you wish to complain about material on the forums, please contact [help@se-ed.org.uk](mailto:help@se-ed.org.uk).

Members agree not to:

- Post any material which infringes third party intellectual property rights;
- Post any content that is unlawful, harmful, threatening, abusive or otherwise objectionable on the Discussion Forum;
- Use the Discussion Forum for any commercial purpose or to operate surveys, contests or chain letters;
- Use the Discussion Forum to make complaints against individuals and/or organisations.

## 5. TERMINATING MEMBERSHIP

Membership is to be renewed annually. SEEd will email each Member once the membership is coming up to renewal. If a Member does not pay the annual membership fee then the membership is discontinued and the Member will no longer have the benefits of membership.

SEEd reserves the right to expel Members or to prevent any Member from participating in any Event or from renewing membership if the Member puts the organisation into disrepute or if a Member continuously fails to attend events which they have signed up to or if the Member is misusing the membership forum or the discussion forum (for example, using the discussion forum to send chain letters).

If, for whatever reason, a Member wishes to terminate their Membership, they must give 28 days notice of this in writing to SEEd. We regret we are unable

to offer refunds if membership is cancelled for whatever reason before the renewal date unless we receive written notice of cancellation within 14 days of taking out membership.

## 6. EVENTS

Members will be informed of forthcoming Members Events by e-newsletter or on the Website. Members can sign up to an event via the Website event booking form. Payment for attendance at an Event can be made in advance by electronic transfer or by a cheque.

Members shall not hold SEEd responsible or liable in any way whatsoever for the cancellation for whatever reason of an Event. If a Member has signed up to attend an Event but is unable to attend the Event, that Member must contact [info@se-ed.org.uk](mailto:info@se-ed.org.uk) at least 72 hours prior to the Event, unless otherwise stated. If notification is received from a Member at least 72 hours prior to the event, a full refund of Event attendance monies will be given, unless otherwise stated. If notice is received after this, the Member will not be entitled to a refund.

Where cancellation arises and is the fault of a supplier of an Event, SEEd will use its reasonable endeavours to procure the return of the booking fees and any other monies paid by Member for such Event.

Members agree to comply with any necessary health and safety regulations applicable to any Event attended.

## 7. VARIATION OF TERMS & CONDITIONS

These terms and conditions may be revised from time to time. If they are revised, we will post the revised version to you or email them to you. It will be your responsibility to keep up-to date with all such changes and your membership renewal and continued use of the Website shall be deemed acceptance of any changes to these terms and conditions.

## 8. DATA PROTECTION AND INTELLECTUAL PROPERTY

We will respect the privacy of your data which you supply to us in accordance with our Privacy Policy and forms part of these terms and conditions, and in accordance with the Data Protection Act 1998 and any other applicable data protection legislation. You agree that it is your responsibility to keep your data accurate and up to date and to send us new or revised data where appropriate. You further agree that we may use your data as set out in our Privacy Policy.

It is your responsibility to keep your password/membership number and login details confidential and use the security devices offered.

Our security measures depend on you complying with this obligation and we are not responsible for any breach of your privacy due to your failure either to keep your password / membership details secure or to use the other security devices correctly.