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## **Executive Education**

### **Terms & Conditions for participants to the Barclays Back to Business Programme**

#### Important information about this contract

- 1.1 The Barclays Back to Business Programme ("Programme") is provided online by JBS Executive Education Limited, a wholly owned subsidiary of the University of Cambridge, whose address is at Trumpington Street, Cambridge, CB2 1AG in collaboration with the University of Cambridge Judge Business School and Barclays.

The main features of the Programme can be found on our website at <https://www.jbs.cam.ac.uk/executive-education/barclays/barclays-back-to-business-programme/>

To contact us please email: [backtobusiness@jbs.cam.ac.uk](mailto:backtobusiness@jbs.cam.ac.uk)

- 1.2 One we have confirmed your acceptance to the Programme you acknowledge that you agree to the terms and conditions set out below. You also agree to comply with any special conditions which may be notified to you by email before this contract commences.

If at any time you have concerns about the Programme delivery under this contract, please notify us in writing as soon as possible and in accordance with our Open Enrolment Programmes Complaints Policy set out at [www.jbs.cam.ac.uk/fileadmin/user\\_upload/execed/downloads/complaints-policy-v1.pdf](http://www.jbs.cam.ac.uk/fileadmin/user_upload/execed/downloads/complaints-policy-v1.pdf)

#### Commencement and duration of your contract with us

2. The contract commences on confirmation by us of your acceptance to the Programme and concludes on expiry of your access to the Programme content, which is up to two (2) months from the date you are given access to the Programme platform.

#### Admissions criteria

3. The Programme may have limited capacity from time to time and therefore we reserve the right to stagger applications, or close applications should we reach these capacity constraints. The Programme has been designed for UK registered businesses.

#### Language requirements

4. The language used on the Programme is English and our Programme may involve a considerable amount of 'business' vocabulary and reference to technical subjects. To achieve the greatest benefit from the Programme and to be able to participate fully, participants are expected to have a good command of both written and spoken English.

#### Your obligations to us

- 5.1 Nothing in these terms and conditions shall give you any right or other licence to use, copy or otherwise use or exploit in any way any intellectual property contained in the content of the

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Programme. In addition, you will not use the Cambridge Judge Business School or University of Cambridge logos or trade mark or take video or audio recordings of the Programme.

- 5.2 You are required to prepare thoroughly for the Programme and any of its activities for the complete duration of the Programme.

### Our obligations to you

- 6.1 You will be asked to agree to the Conditions of Use and Code of Conduct of our virtual Learning Environment (VLE) upon registration on the Programme platform. Please note that you need suitable technology and stable internet connection to access the Programme and we are not responsible for your failure to access the Programme. While we will make every effort to ensure the Programme platform runs smoothly we take no responsibility if for any reason use of or access to the Programme platform is unavailable at any time or for any period.
- 6.2 We will endeavour to deliver the Programme as published on our website <https://www.jbs.cam.ac.uk/executive-education/barclays/barclays-back-to-business-programme/>, but we are continually improving and developing our programmes and it may be necessary to alter some of the characteristics of the Programme such as faculty, content and format.

### Cancellation

- 7.1 Your application or place on a Programme may be cancelled by us at any time at our discretion if you are in breach of any of these terms and conditions. You may choose to leave the Programme at any time by emailing [backtobusiness@jbs.cam.ac.uk](mailto:backtobusiness@jbs.cam.ac.uk).
- 7.2 You will be able to access Programme content for a period of up to two (2) months from the date you are given access to the Programme platform.

### Data protection

- 8.1 JBS Executive Education Limited will be the sole data controller of any personal data collected for and during the Programme. You acknowledge that JBS Executive Education Limited will need to process your personal data for Programme preparation and delivery, market research, programme rankings, participant administration, record-keeping and any other reasonable purpose relating to our relationship with you. We will use a third party company to provide the Virtual Learning Environment for the Programme and may use other third parties to process your information on our behalf, for example to provide services or analysis. These third parties will be asked to comply strictly with our instructions and only use the personal information we share with them for the purpose of Programme administration and delivery. We will also contact you during, on completion and around six months after completion of the Programme with surveys for Programme evaluation.
- 8.2 We would like to be able to contact you with information about our products and services and ask that you indicate your consent for use of your personal data for these purposes by ticking the relevant box on the Programme registration form. We may also approach you during or on completion of the Programme to ask your consent to participate in academic research from the University of Cambridge Judge Business School. We will not pass on your personal details to other third parties unless you specifically consent that we may do so. We will share data at an



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aggregated and anonymised level only with Barclays to enable them to assess the success of the Programme.

- 8.3 You may find peer learning and knowledge sharing amongst participants to the Programme valuable. If you choose to share your details with other participants please note that we are not responsible for the use made by those participants of your personal data.

### Notices

9. Any notice required in accordance with these terms and conditions shall be deemed to have been duly given 24 hours after an email is sent. In providing the service of any notice it will be sufficient to prove that such email was sent to the specified email address of the addressee.

### Law and jurisdiction

10. This contract is subject to English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

### Third parties

11. For the purposes of the Contracts (Rights of Third Parties) Act 1999 this contract is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

27 May 2020 (updated 8 June 2020)