

KeeleSU Virtual Housing Fair Terms & Conditions 2021

Please read the following terms and conditions carefully, they contain important information about the Fair. By booking the Fair you are agreeing to these terms and conditions.

Please note: There is no physical element to the Fair, the entire Fair is taking place via Microsoft Teams. Any reference to 'attending' or similar throughout this document is intended as attending virtually through Microsoft Teams.

1.0 Bookings

1.1 Only landlords or agents accredited in the recognised North Staffordshire Landlord Accreditation Scheme and are able to advertise with Keele StudentPad are eligible to attend the fair. Checks will be made on booking and prior to confirmation of attendance.

1.2 Only landlords / agents who have pre-booked will be permitted to join the fair. Landlords are not permitted to promote properties from a non-accredited landlord. KeeleSU staff will monitor this throughout the Fair.

1.3 Your attendance at the fair is, at all times at the discretion of Fay Harris (KeeleSU Deputy CEO) and we reserve the right to cancel the booking if we deem it necessary.

1.4 As part of the quality checks undertaken by KeeleSU, you are required to submit a copy of your / landlords tenancy agreement(s) for checking by advisers from Advice & Support at Keele (ASK). The final decision on whether an agreement is acceptable will be made by Fay Harris (KeeleSU Deputy CEO).

1.5 KeeleSU makes every effort to promote events, but cannot guarantee student attendance. The virtual fair is an experiment in the current circumstances and KeeleSU is not able to guarantee any level of student engagement.

1.6 Any exhibitor found breaching the terms and conditions for the event will be asked to leave the event.

1.7 KeeleSU does not accept any liability arising out of the cancellation of all or part of this event for any reason.

1.8 No booking fee is being charged for this event. We are not charging a fee in recognition that the virtual fair is an experiment and will not provide the same experience to landlords or students as the standard physical fair (please also see 1.5).

1.9 KeeleSU reserves the right to stop taking bookings or limit bookings from landlords as required. Bookings are not confirmed until KeeleSU confirms a booking in writing (by email).

2.0 Cancellations

2.1 We would be grateful for advance notice of any cancellations by email to su.housingfair@keele.ac.uk.

3.0 Exhibitor Equipment

3.1 KeeleSU assumes no liability for loss or damage of exhibitor's equipment.

3.2 KeeleSU reserves the right to remove from display any material from exhibitor's Teams Channel that is seen as unsuitable.

3.3 No exhibitor may take or receive monies by cheque or card payment or otherwise from any participant on the day of the fair.

4.0 Facilities

4.1 KeeleSU reserves the right to make alterations to the facilities including changing the location of the fair, if necessary.

4.3 KeeleSU reserves the right to allocate exhibitors to whichever Channel it deems appropriate and in whatever order it deems appropriate.

5.0 General Data Protection Regulations (GDPR)

5.1 KeeleSU is committed to protecting the privacy and confidentiality of personal information relating to exhibitors. Personal data held by KeeleSU will be used for the purposes of administering / managing the business relationship only.

5.2 Disclosure of personal information to a third party will only occur with the express permission of the exhibitor, unless KeeleSU has a legal / statutory obligation to disclose the information or to protect the vital interests of the exhibitor, e.g. where disclosing the data is required to fulfil a medical emergency.

5.3 In accordance with the General Data Protection Regulations, an exhibitor has the right to request information held about them and to who it has been disclosed to. Requests need to be made in writing to the data protection officer at it.support@keele.ac.uk

5.4 Any information collected by exhibitors at the fair may only be used for that exhibitor and may not be passed on to any third party. Exhibitors are required to comply with the provisions of the General Data Protection Regulations in relation to any data collected or obtained during the event.

5.5 Any and all information posted in the Housing Fair Team or in any of the Channels is not private and can be read by any of the participants at the Fair. Please do not post or divulge any sensitive or confidential information that you would not want to communicate with all participants at the Fair.

5.6 All participants in the fair will be able to see the name and email address of any other participant.

6.0 Microsoft Teams

6.1 KeeleSU assumes no liability for technical issues that may prevent participation in the fair.

6.2 It is the exhibitor's sole responsibility to post relevant information in the Channel that KeeleSU allocates.

7.0 Policies

7.1 You are required to uphold KeeleSU's policies at all times, and be as environmentally and ethically responsible as possible. KeeleSU's policies can be found at <https://keelesu.com/aboutus/governance/>