

Business is GREAT competition:
An exclusive international business delegation
to the International Festival for Business 2016 in GREAT Britain

I. Terms & Conditions

Terms and Conditions for UK Trade & Investment's **Business is GREAT Britain competition**

1. The organiser is the Secretary of State for Business, Innovation and Skills acting on behalf of UK Trade & Investment (UKTI) as part of the Crown ("the Promoter"). UKTI is the government department that helps UK-based companies succeed in the global economy. We also help overseas companies bring their high quality investment to the UK's economy – acknowledged as Europe's best place from which to succeed in global business. UKTI offers expertise and contacts through its extensive network of specialists in the United Kingdom (UK), and in British embassies and other diplomatic offices around the world. We provide companies with the tools they require to be competitive on the world stage. For more information on UKTI, visit www.gov.uk/ukti.

2. Entry: The competition is open to those aged 18 years or over who are business owners, majority shareholders or employees of a company or organisation that has been established for at least 12 months prior to 5th January 2016, and that currently sources products or services from suppliers abroad and wishes to import products or services from the UK*. The competition excludes employees of the Promoter, the Secretary of State for Foreign & Commonwealth Affairs or any partner/agency connected with this competition, or family or members of the household of staff working for any of these organisations. The Promoter reserves the right to verify the eligibility of entrants.

*Users from the United States, and Canada, will not be eligible to enter due to local law.

If you register on the website <https://www.events.ukti.gov.uk/business-is-great-2016/> the details you provide may be further verified by UKTI. Subject to satisfactory verification, your details including your name and email address will be stored securely on the UKTI system within the UK. Please refer to our Privacy Policy below relating to our handling of your personal data.

3. To enter you must, in less than 1000 characters, describe what products or services your company is interested in sourcing and why you are considering sourcing from the United Kingdom.

4. There is no cost to enter this competition and no purchase is necessary. By entering the competition you agree to these terms and conditions.

5. The competition is open for entry from 1pm (GMT) on January 5, 2016 and the closing

date for entries is midnight GMT on 15 April, 2016. Any entries received after the closing date will not be accepted. Promoter does not accept any responsibility for online entries which are not received or delays in receiving or delivering online entries.

Entries to the Competition must be made and sent in the required format as set out on the Promoter's website. No proof of despatch shall be deemed evidence of receipt. All requested information on the application must be completed to be considered and any answers beyond the requested word count may not be considered.

All information provided by the Participant must be true and accurate.

6. Competition: The authors of the twelve best answers (description of what products or services your company is interested in, and why you are considering sourcing these from the UK) will be the winners. The best answers will be chosen based on the value of the products and services you are looking to source, fit with any of the three target industry sectors (healthcare, technology, creative services), and compelling reasons why you want to source from the UK. The Promoter will appoint seven judges who will select twelve winners (three winners from each geographic region - Europe, Middle East & Africa, Asia Pacific and Latin America), to join the sponsored international business delegation for a four day trip to the UK to attend the International Festival for Business 2016 and meet UK suppliers. The judges' decision is final and no correspondence will be entered into regarding the outcome of the Prize awarded.

No judges will have a stake in the outcome, nor have any financial, personal or professional interest in the outcome of the Competition.

7. The twelve winners will be notified by email by 1 May, 2016. If we do not receive a response by 7 May, 2016 via the contact details provided, the prize will be offered to a runner-up. Winners will need to confirm their attendance by 15 May, 2016.

8. See prize details below*. The prize must be taken, and travel must occur on the dates agreed with UKTI between June 12 and June 16th, 2016. The winners must sign a release of liability form.

9. There is no cash alternative available. The prize is subject to availability and the Promoter reserves the right to substitute the prize for one of equal or greater value. All other costs are the winner's responsibility.

Where the Participant has been selected to receive the Prize but the Participant is unable to attend and comply with all elements of the Prize or is in breach of these terms and conditions, the Prize will be forfeit and the Promoter may select another Participant to receive the Prize.

10. The Promoter reserves the right to terminate, amend or extend this promotion in the

event of exceptional circumstances outside its control which affect its ability to operate the promotion.

The winners agrees to provide the Promoter with all relevant information, in a timely manner, in order to ensure that the winners may take advantage of the prize, including but not limited to providing information to enable flight and hotel bookings to be made. If a winner does not provide the requested information within the timescales specified by the Promoter the prize may be forfeit and the Promoter reserves the right to award the Prize to another runner-up.

11. It is the responsibility of the winner to ensure they are free to travel on the available dates set out in the prize details below and that they carry valid passports, visas and travel insurance. The Promoter will not arrange or fund passports, visas, or travel insurance.

12. Publicity: The winner agrees that if it wins the competition the Promoter may use their name, image(s) and other details from its application to announce that it is the winner and for any other reasonable and related promotional and publicity purposes.

13. If you entered the competition, your details will be forwarded to UKTI. UKTI will hold your details in accordance with the privacy policies outlined below.

You accept and retain responsibility for the confidential nature of any information supplied. Whilst the Promoter will take reasonable steps to protect any confidential information supplied, in supplying any confidential information to the Competition, you accept that this information will be made available to persons over whom the Promoter has no direct legal authority. The Promoter may be obliged by law or regulation to release information.

By entering the competition you grant a licence to the Promoter and its appointed judges to use any intellectual property rights in the application to review the applications and to publicise the winning application.

The Promoter reserves the right at its absolute discretion to:

1. refuse to accept the entry of any participant that it feels does not meet the criteria, rules and spirit of the competition;
2. limit the number of participants which may compete where the number of applications is exceptionally high;
3. exclude any participant from the competition where the details given in the application are incorrect, unlawful or change to an extent not compatible with the competition.
4. involve a third party organisation in the running or evaluation of the competition at any time, including, but not limited to, assigning its rights to a third party organisation.

14. The terms and conditions of this competition shall be governed by and construed in accordance with English Law and the English Courts shall have exclusive jurisdiction in relation to any disputes arising there from.

***PRIZE DETAILS:**

There are twelve prize packages to be won. Each prize package will consist of:

- Return economy class flights from the winner's nearest international airport to Britain for the winner. The winner must depart and return to the same airport. The winner is responsible for his/her own travel to and from the airport of departure. Once tickets are issued, they are non-endorsable and non-transferable.
- 4 x nights' accommodation in the UK at a minimum 4-star hotel.
- Breakfast and lunch for the four-day programme and a £40 daily stipend per winner to cover dinner and incidentals.
- Airport/hotel transfers in the UK and all transportation for the programme of events in the UK.
- Entry to the International Festival for Business 2016 in Liverpool for two days (June 13 and 14, 2016 - dates are subject to availability).
- Participation in a unique UK attraction/experience.
- The arrangement of introductions and meetings with UK companies or organisations in the winner's industry sector.

II. Privacy Policy

This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By entering the competition, you are accepting and consenting to the practices described in this policy.

Data Protection Act 1998

For the purpose of the Data Protection Act 1998, the data controller in relation to the Website is the Department for Business, Innovation and Skills acting through UK Trade & Investment (UKTI).

Any information you provide will be held securely and in accordance with the Data Protection Act 1998.

We will process any personal data you provide in accordance with the Data Protection Act 1998 and will also comply with the Privacy and Electronic Communications (EC Directive) Regulations 2003. Under this legislation, we have a legal duty to protect any information we collect from you. We use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it.

Information we will collect from you

As a minimum we require the following mandatory information when you register on the website in order to be considered for the matching service and entry into the business delegation competition:

- Title
- First Name
- Surname
- Job Title
- Full company trading name
- Year and month the company was established
- Company address (street)
- Company address (city)

- Company address (country)
- Company contact telephone number
- Industry sector
- Applicant company email
- Applicant contact telephone number
- Applicant nationality

This information is stored securely on our databases within the UK.

How your personal data will be used and why it is needed

We may use the personal data we hold about you in the following ways:

To evaluate your application to the competition and check that you fulfil the criteria for entry.

To provide you with a product or service you have requested. For example, to answer your questions or to contact you with information you have requested; to award a prize if you are the winner of a competition.

To honour your preferences on direct marketing and for advert targeting purposes. We may send you direct marketing communications in accordance with applicable privacy laws, which may or may not be personalised for you (i.e., tailored to your profile), by any means (e.g., post, phone call, email, text message or other electronic means) and carry out advert targeting. We will not share any personal data with affiliates or other third parties for these purposes without meeting the requirements of privacy laws. Furthermore, and regarding direct marketing by electronic means, we will inform you in each of our communications how to unsubscribe in a straightforward way and at no cost. To contact you about upcoming events and other UKTI services. To notify you about changes to the website, our terms and conditions or our services.

Disclosure of your personal data

Personal data that we collect from you will only be shared with third parties, including business partners, other users of the Website, suppliers or sub-contractors (including our delivery partner GTi or any successor supplier) in the following circumstances:

If these third parties are service providers and work on our behalf to support us in performing any of the abovementioned purposes provided that, for the purposes of the Data Protection Act 1998, the Department for Business, Innovation and Skills shall at all times be the data controller in relation to personal data provided by or collected from you through the Website.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to enforce or apply our terms and conditions.

Except as outlined above, we do not pass on your details to any third party or HM Government department unless you give us permission to do so.

How long your personal data will be stored

We will use our best endeavours to delete personal information where the reason for originally capturing the personal information has expired or is no longer valid but we do not accept any liability arising from the delayed deletion of such information.

Data Storage

We store all personal data securely within the UK. By registering on the Website and by submitting your personal data you agree to this.

Changes to this Privacy Policy

If this Privacy Policy changes in any way, we will place an updated version on this page or, where appropriate, notify you directly. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

If you have a query or complaint about this privacy policy or about the Website, you can contact us via support@uktieventspecialist.com.

Access to information

You have a right to request a copy of your personal details at any time to check the accuracy of the information held. If you want to ask whether UKTI holds any personal data relating to you, please write to us at:

Data Protection Officer
Department for Business, Innovation & Skills
Information & Technology Directorate / Information Rights Unit
1 Victoria Street
London
SW1H 0ET

Alternatively you can email your request to dataprotection@bis.gsi.gov.uk

UK Trade & Investment Information Charter

We need to handle personal information about you so that we can provide services for you. This is how we look after that information.

When we ask you for personal information, we promise:

- to make sure you know why we need it;
- to only ask for information proportionate to what we need;
- to protect it and make sure nobody has access to it who shouldn't;
- to let you know if we share it with other organisations to give you better public services - and if you can say no;
- to make sure we don't keep it longer than necessary; and
- not to make your personal information available for commercial use without your permission.

In return, we ask you to:

- give us accurate information; and
- tell us as soon as possible if there are any changes, such as a new address.
- This helps us to keep your information reliable and up to date.

You can ask for more information on:

- how to find out what information we hold about you and how to ask us to correct any mistakes;
- agreements we have with other organisations for sharing information;
- our instructions to staff on how to collect, use and delete your personal information;
- how we check the information we hold is accurate and up to date; and
- how to make a complaint.

For more information or to modify, limit or cancel the access to your data, please contact: support@uktieventspecialist.com

More Information

In abiding by these commitments, we will keep to the law, including the Data Protection Act 1998 and the Freedom of Information Act 2000. For independent advice about data protection, privacy and data-sharing issues, you can contact the Information Commissioner at:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone: 08456 30 60 60 or 01625 54 57 45

Fax: 01625 524510.

Website: www.ico.org.uk