



BVRLA e-Learning Platform Terms and Conditions

Course Materials

- All training material is the property of the BVRLA.
- The registered learner shall agree to not copy, share, modify, transmit, distribute, or in any way, exploit copyrighted the materials provided.
- The BVRLA reserve the right to make improvements or changes to this material at any time and without prior notification.

Access

- The BVRLA will make every effort to provide access to the e-learning platform on a continuous basis. Should access be interrupted, for any reason, then the BVRLA undertakes to take all reasonable steps to ensure access is restored within a reasonable time frame.
- Registered learners are solely responsible for ensuring that they have sufficient and compatible hardware, software, telecommunications equipment and Internet service necessary for use of the site.
- Your use of this site is at your sole risk and any content that you download is downloaded at your own discretion and risk.
- Access is contingent on your agreement to our Data Information Disclosure Statement (see below).

Fees

- All licences run for a period of twelve months and are allocated on a per learner, per package basis.
- Licences are aligned to individual login details and may not be shared or transferred.
- Manager/administrator roles have a combined administrator/learner profile and therefore a licence fee is applicable.
- There is no applicable cancellation period once a licence has been issued.
- No refunds will be given if a learner does not fully use the service during the subscription period or if the learner ceases to be employed by their employer.
- If the business ceases to be a BVRLA member then access to the BVRLA e-learning platform will be withdrawn.
- Payment terms are 30 days.
- Late payment may result in access being suspended.
- Registered learners will receive an electronic notification 1 month prior to the end of the service licence.

I hereby apply for use of the BVRLA Training e-Learning System on behalf of my Company and accept the Terms and Conditions of use.

Signature

Company

Name

(PLEASE PRINT)

Date

If you have a complaint about our service or are experiencing any technical issues then please contact us on 01494 545719 or by email training@bvrla.co.uk

Data Information Disclosure Statement

- We, the British Vehicle Rental & Leasing Association, are required to comply with the provisions of the Data Protection Act 1998 (the 'Act') in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of our e-learning platform.
- We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you.
- In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data as required by law to any third parties and/or to Leasing Funders, who may use your personal data to:
 - contact you directly for quality control purposes undertaken by Funder for the e-Learning training for which the learner is registered;
 - inform you of products or services offered by the BVRLA;
 - carry out statistical analysis (on an anonymised basis) which may be carried out by us or selected third parties.
- We will retain your personal data only for as long as necessary to meet our contractual obligations and for the purposes of statistical analysis, for as long as this is required for the promotion of our activities.

Please confirm below that you give permission for your personal data to be stored as indicated above. Your signature also grants us permission to store the personal data of those you register as learners.

Signature

Name

(PLEASE PRINT)

Date

Applicant's permission to receive email communications from the BVRLA

- The British Vehicle Rental & Leasing Association (BVRLA) works to represent its members operating in the United Kingdom within the Vehicle Rental and Leasing sectors of the automotive industry. As part of its responsibilities the BVRLA looks to communicate information, news and details of member support functions such as training and development. The BVRLA would like to provide information its members via email and for that we need your consent.
- Please confirm if you are happy to receive communications via email concerning news, information and services for members of the BVRLA. If you are not, please do not sign.
- If you don't wish to receive communications, please cross the signature box and date where indicated.
- You do have the option to be withdraw your permission for the BVRLA to send you communications in this manner by contacting the BVRLA directly in writing at bvrla.co.uk at any time.

Signature

Name

(PLEASE PRINT)

Date