**1. Definitions**

"We" are Euromoney Trading Limited, doing business as The Insurance Insider (“Insurance Insider”). Welcome to our mentoring programme. These terms and conditions apply to all mentors and mentees (“you” or a “member”) of the mentoring programme (“programme”) and we may amend them from time to time. To use the programme, you must apply and register. By applying to become a mentor or mentee, you agree to these Terms and to any amendments we may make (the “Terms”). A "coordinator" is an authorised person who maintains the programme. “Data protection laws” any applicable laws and regulations relating to the processing, privacy and use of personal data including, without limitation, GDPR, national laws implementing the GDPR, regulations and secondary legislation, as amended from time to time; laws or regulations implementing Council Directive 2002/58/EC, and; any judicial or administrative interpretative of any of the above, and any guidance, guidelines, codes of practice, approved codes of conduct or approved certification mechanisms issued by any national authority.

**2. Mentor/mentee relationship**

It is up to each mentee to agree a mutually convenient schedule with your mentor. You must be able to commit to 4 x 90 minute sessions over the course of 6 months. Mentors will agree the best method of communicating with you. You agree to behave in a respectful, professional and appropriate way to other programme participants at all times.

You agree that you shall use the programme solely for your personal, non-commercial use, and you shall not advertise or offer to buy or sell goods or services for any commercial purpose in your use of the programme. Advertising is strictly prohibited and we may deregister any member who engages in any advertising towards any person connected with the programme.

[In the event that: (i) a member wishes to be re-matched to a different member, or (ii) a member’s match leaves the programme (either voluntarily or because such member ceases to meet Insurance Insider’s eligibility criteria), or (iii) the mentoring relationship cannot continue for any other reason (but we have not deregistered you), then we will use reasonable efforts to re-match you.

**3. Confidentiality statement**

You agree to keep the existence of your mentoring relationship and the information shared by and with your mentor or mentee (as applicable), confidential, except where you consider that your mentee or mentor is at risk of being harmed or harming others. You must pass this information to the coordinator for Insurance Insider to take appropriate action.

**4. Disclaimer of liability**

Insurance Insider does not endorse, and shall not be liable for, any advice you receive from a mentor. Where appropriate, you should seek professional or specialist advice before relying on a mentor’s advice.

We do not warrant that any information given to us by members is accurate, reliable or complete and we do not make any representations or warranties with regard to any information and/or advice supplied by members under the programme. To the fullest extent permissible by law, we accept no liability and no responsibility for any loss, damage, cost, expense, action and/or claim which may occur or arise as a result of or in connection with any advice, information, opinion, error, omission, misleading statement or malicious act by any member whether directed to another member, to us or to any other person.

**5. Force majeure**

We accept no responsibility and no liability for any interruption or delay in your mentoring which may be attributed to causes outside our reasonable control.

**6. Data protection**

In this clause 7 the terms “personal data”, and “processing” shall have the meanings ascribed to them under the data protection laws. Insurance Insider shall: (a) comply with all applicable requirements of the data protection laws; and (b) process any personal data which it obtains or holds in relation to a member under or in relation to the programme only for the purposes of the programme, including, but not limited to registration, matching, communications, programme access, dining, administration (including before, after and during the programme), [invoicing and payment,] member lists and databases, mentoring feedback, quality checks, member verification (including for sanctions and trade control purposes) research and polling. To provide you with programme support, we may share relevant personal data with members, management, trainers, organisers, print houses, finance partners, connected communities, faculties, committees, service providers and external delivery partners. [Registration details of members will be added to our member networking tool, which enables members to contact each other. If you do not want your registration details to be included in our networking tool, please email events@insuranceinsider.com. [For more information about our data protection policy please go to our Privacy Policy at https://www.euromoneyplc.com/privacy-notice

**7. Expenses**

You are solely responsible for any cost and/or expense you may incur in mentoring or being mentored, and you agree and acknowledge that we shall neither pay nor reimburse any cost or expense you may incur.

**8. General**

You undertake that you shall comply with any applicable laws, including without limitation any applicable anti-corruptions laws and any sanctions administered by any relevant governmental authority.

We reserve the right to deregister any person from all or any part of the programme at any time at our sole discretion.

We may make amendments to these Terms from time to time. Any such amendments shall be effective immediately and you will be deemed to have accepted them if you continue with the programme. Each of these Terms shall be construed separately of any other and the invalidity of one part shall not affect the validity of any other part.

These Terms shall be governed by and construed in accordance with the laws of England and Wales and the English courts shall have exclusive jurisdiction to settle any dispute arising out of or in connection with these Terms.

**9. Contact Us**

If you would like to provide any feedback or you have a concern about the programme, then please send a message to the coordinator via events@insuranceinsider.com. This ensures your complaint or concern will be seen and responded to promptly.