

These terms of service govern your use of the website www.b2match.eu/tiranabusinessmatching2017 whether as a website visitor or as a registered user of our Services and sets out the agreement that operates between you and us ('Terms'). These Terms set out the rights and obligations of all Users in relation to your use of our Website.

We may modify these Terms at any time at our sole discretion, and such modifications shall be effective immediately upon posting of the modified Terms. You agree to review the Terms periodically to be aware of such modifications and your continued access to or use of the Site shall be deemed your conclusive acceptance of the modified Terms.

Please read these Terms of Service and our Privacy Policy carefully before you start to use our Website. By accessing and/or using our Website, you indicate that you accept these Terms of Service and our Privacy Policy and that you agree to abide by them. If you do not agree to these Terms of Service and our Privacy Policy, please refrain from using our Website.

TIRANA BUSINESS MATCHING **PRIVACY POLICY STATEMENT**

Tirana Business Matching (referred to as "TBM ", "we", "us" and "our") takes individuals' privacy seriously. This Statement explains our policies and practices and applies to information collection and use including but not limited to while you are visiting and using www.b2match.eu/tiranabusinessmatching2017 (the "Site").

We respect your privacy and we promise:

- to limit the personal data collected to the minimum required to provide services requested by you
- to permit only our properly trained, authorized employees to access personal data
- not to disclose your personal data to external parties unless you have agreed, we are required by law or we have previously informed you.

1. Information collection

In order to provide a better service to you, we may, in the course of and in relation to provision of our services or products, collect and process the following information about you:

- information (such as, your name, your company name, address, telephone number, mobile phone number, fax number, email address, website, nature of business and product/service details etc. of your company) when you register with us, use our services, attend our functions, or communicate with us. In some circumstances, we may also collect personal identification data such as your passport or identity card number, date of birth and/or nationality for security and verification purposes;
- in connection with an account sign-in facility, your log-in and password details;
- the content of any communications you send to us, for example, to report a problem or to submit queries, concerns or comments regarding the Site or its content; and
- information from surveys that we may, from time to time, run on the Site for research purposes, if you choose to respond to, or participate in, them.

We only retain personal data for so long as it is necessary for the fulfillment of the purpose (including any directly related purpose) for which the data is or is to be used.

2. Registration information

- You do not have to register to use the Website, but you do need to open an account in order to be registered as a participant.
- As a minimum we require as mandatory for you to register us with: your username, a password, e-mail address, company name, company website, industry type, your first name, your surname, your job title, your postal address and post code. This information is stored securely on our database so that you do not need to re-register when you come back to the site.
- You can change your registration preferences, e-mail address, login details and delete your profile through the Website at any time.
- You will be able to register and deregister for email alerts via the site, or by logging into your account (as per the above).

3. Use of information

The purposes for which information may be used by us include:

- a. processing applications
- b. providing services and information offered through the Site
- c. providing services to facilitate trade between Albania and overseas (or otherwise), and providing enquirers with contact and business information
- d. our operations, e.g., incorporation into our database, analysis, research and auditing
- e. complying with laws, regulations or codes of practice in Albania
- f. legal proceedings, including collecting overdue amounts
- g. Prevention or detection of crime, and protection of the security and safety of our event.

4. Confidentiality

We will keep the personal data we hold confidential but may provide your personal data to:

- personnel, agents, advisers, auditors, contractors, financial institutions, and service providers in connection with our operations or services
- our overseas offices, promotional event / trade fair co-organizers, affiliates, business partners and counterparts (e.g. other trade promotion bodies, etc.)
- persons under a duty of confidentiality to us
- persons to whom we are required to make disclosure under applicable laws in Albania
- actual or proposed transferees or participants of our services

5. Cookies

We use cookies to find out more about the use of our Site and user preferences to improve our services. We may provide summarized traffic data to advertisers solely for the purpose of customizing the advertising to you.

If you elect to block cookies, please note that you may not be able to take full advantage of the features and functions of the Site. To find out more about cookies, including how to see what cookies have been

set and how to manage and delete them, please visit www.allaboutcookies.org. Cookies are necessary for some features of the website to work, e.g., to maintain continuity during a browser session.

6. Security

Personal data stored electronically are password-protected. Encryption technology is used on our secured web areas. We only permit authorized employees to access personal data. These employees are trained on our privacy policies.

7. Hyperlinks

The Site may, from time to time, contain links to external sites operated by third parties for your convenience. We have no control of and are not responsible for these third party sites or the content thereof. Once you leave the Site, we cannot be responsible for the protection and privacy of any information which you provide to these third party sites.

8. Data transfers

We will generally hold your data on our servers, however, we may transfer it to our overseas offices elsewhere in the world for the purpose of processing into our database. We will take all steps reasonably necessary to ensure that any personal data are treated securely and in accordance with this Statement.

9. Your data privacy rights

By using our service, making an application or visiting our Site, you acknowledge the collection and use of your personal data by us as outlined in this Statement. If you do not agree with the use of your personal data as set out in this Statement, or the Terms of Use, please do not use this Site.

According to the Albanian Law No 9887, changed with Law no 120/2014 “For Protection of Personal data”, you have the right:

- to check whether we hold personal data about you and to access such data
- to require us to correct inaccurate data
- to ascertain our policies and practices in relation to personal data and the kind of personal data held by us.

If you are in an EU Member State, subject to certain limitations and/or restrictions, you have the right under the data protection laws in the EU:

- to request access to and rectification or erasure of your personal data;
- to obtain restriction of processing or to object to processing of your personal data

TERMS OF USE

1. Definitions

"Albania"- refers to the Albanian mainland.

"Content"- any information, materials, documents, text, images, video clips, directories, files, databases, listings, service, and/or mechanisms provided, produced, hosted by, linked to or accessed through use and/or provision of Sourcing

"Information"- information, data, content, analysis, news, reports, programmes, photographs, pictures, graphics, video, audio, software and other materials and services, communications, transmissions and other items.

"Personal data"- personally identifying information or sensitive data (including but not limited to names, ages, addresses, occupations, contacts, other personal details and credit card information)

"Services" -

"Sourcing"- Sourcing includes certain websites from time to time offered by TBM in connection with such Content and services, including

"TBM", "we", "our" or "us"- Tirana Business Matching

"TBM Affiliates", "Our Affiliates"-TBM's agents, and their respective agents, officers, affiliates and employees.

"Terms of Use"-the terms of use set forth below.

"Users", "you" or "your"-any person who accesses the Website

"Website"- <https://www.b2match.eu/tiranabusinessmatching2017>

PLEASE READ THE TERMS OF USE SET FORTH BELOW, AS THEY APPLY TO YOUR USE OF THE WEBSITE. YOUR USE OF THE WEBSITE SIGNIFIES YOUR ACCEPTANCE OF THESE TERMS OF USE AND AGREEMENT TO BE BOUND BY THEM AND ANY AND ALL OTHER APPLICABLE TERMS REFERENCED HEREIN ABSOLUTELY.

2. Changes to Website

We may, in our sole discretion and at any time, without notice to you, add to, amend or remove any Information from the Website, or alter the presentation, substance, or functionality of the Website.

3. Change of Terms

TBM retains the right to change these terms of use at any time. You will be notified about an upcoming change prior to its effective date. If you do not object within 2 weeks from receipt of notification the change of the terms of use becomes effective. Notification will take place on the TBM website. You are therefore recommended to regularly check the terms section on the TBM website for updates.

4. Security

You can register and enroll on the Website as an individual or on behalf of a company by using the registration forms on this Website. We reserve the right to reject any registration and to refuse service to anyone for any reason, in our sole and absolute discretion. We reserve the right to terminate Your Account immediately and without notice to you at any time and for any reason. Currently, we are not charging a fee for registering on the Website, but we reserve the right to do so in the future.

If you register and enroll, the details you provide may be further verified by us. Subject to satisfactory verification, your details including your name and email address would be stored securely on the Website servers in accordance with the Privacy Policy. It is your responsibility to remember and protect your password and you must not disclose it to any other person.

5. Cancellation Policy

According to our cancellation policy, a cancellation fee will be charged related to the number of days' notice you give of the cancellation.

- A penalty fee of 10% of your total amount will be applied for cancellations made 30 days before the event.
- A penalty fee of 40% of your total amount will be applied for cancellations made 15 days before the event.
- There is no refund for cancellations made 15 days before the event.

6. User's Conduct

As a condition of your use of the Website, you must not:

1. Post or transmit any unlawful, fraudulent, defamatory, obscene, pornographic, profane, threatening, abusive, hateful, offensive, or otherwise objectionable or unreasonable Information of any kind, including without limitation any transmissions constituting or encouraging conduct that may constitute a criminal offence, give rise to civil liability, or otherwise violate any local, state, national or foreign law;
2. Post or transmit any Information or software which contains any virus, Trojan horse, worm or other harmful component;
3. post, publish, transmit, reproduce, distribute, exploit or use in any way any Information obtained through the Website for or in connection with the following purposes:
 - Conducting any direct marketing activities and/or disseminating or circulating any part of the content of any unsolicited publicity or advertising materials;
 - Advertising and/or promoting any goods and services;
 - Sale or exchange of any part of the Information obtained through the Website for any benefits, gain, profit or rewards; or
 - Any other commercial purposes

7. Access

Whilst we implement appropriate security measures to control access to the Website (please see our Privacy Policy Statement for further details), you must keep your log-in details (if any) confidential and ensure that only you or your authorized employees access the Services for proper purposes.

8. Third Party Information

TBM website may contain links to third party websites. For these external websites, TBM is not liable. The Information on the Website may not be regarded as any recommendation or endorsement by TBM for any purpose with respect to any person, product or service.

9. Links to and from the Website

The links on the Website may take you to other sites and you acknowledge and agree that TBM has no responsibility for the accuracy or availability of any Information provided by linked websites.

10. Intellectual Property Rights

All intellectual property rights subsisting in respect of the Website belong to TBM. Except with the express permission of TBM, you are not allowed to upload, post, publish, reproduce, transmit or distribute in any way any component of the Website itself or create derivative works with respect there to, as the Website is copyrighted under applicable laws

11. Limited Liability and Warranty

Your access to and use of software and Materials on, or through, the Website is solely at Your own risk. We make no representation, warranty or covenant whatsoever about the reliability, stability or virus free nature of such software.

We are inspecting the Website regularly for maintaining the information therein accurate and up to date. However, despite all Our efforts, there may be occasions where information on Website may be outdated by actual events. The current information relating to the relevant services may differ from the information displayed on Website. No warranty or undertaking of any kind, either express or implied, including without limitation, any warranties of condition, quality, performance, merchantability, currency, fitness for a particular purpose is given in relation to the Materials or its effect to any information, service or products including but not limited to the ones displayed on Website or any other information, product or service connected or not and We hereby expressly disclaim any such warranty or undertaking to the fullest extent permitted by law.

12. Amendments

We reserve the right to amend the Website and these Terms of Use from time to time at our discretion. Where these Terms are altered we will notify you by email that an amended version is available on the Website for you to read.

13. Force Majeure

We shall not be liable for any default or delay in the performance of any of our obligations under these Terms of Use if such default or delay is caused, directly or indirectly, by forces beyond our reasonable control, including, without limitation, fire, flood, acts of God, labor disputes, accidents, acts of war or terrorism, interruptions of transportation or communication.

14. Notices

We will give you notices (including contractual notices) electronically, by emailing you or posting the notice on the Website. You hereby consent to receive notices and other communications from us in this manner and agree that such notices are “in writing”.

15. Governing Law and Jurisdiction

These Terms of Use shall be governed, construed and interpreted in accordance with the laws of Albania and You agree to submit to the exclusive jurisdiction of the District Court of Tirana.