



# **Britannia House**

## **Client Portal: Acceptable Use Policy**

**June 2024**

## **CLIENT PORTAL - ACCEPTABLE USE POLICY**

1.1. The Client shall not or permit or authorise any of its Representatives to do any of the following acts:

1.1.1.modify, translate, amend or otherwise alter the Client Portal;

1.1.2.decompile, reverse engineer or otherwise disassemble, or create derivative works of or from any part of the Client Portal;

1.1.3.redistribute, encumber, sell, rent, lease or otherwise transfer any of the Client Portal, including in a timeshare or service bureau relationship; or

1.1.4.remove, alter, or destroy from the Client Portal any logo, copyright or proprietary notices, legends, symbols, labels, watermarks, signatures or any other like marks affixed to or embedded therein.

1.2. By uploading any content ("Content") to the Client Portal, the Client represents and warrants that it has obtained all necessary licences, permissions, consents and agreements necessary for the lawful use of such Content by the Operator and/or the Service Provider in order to receive the Client Portal.

1.3. The Client shall provide complete and accurate information about those of its Representatives who access the Client Portal as prompted by the registration process, including each user's identity and a correct and legitimate email address (the "Registration Data"). The Client must maintain and promptly update the Registration Data to keep it true, accurate, current and complete.

1.4. The Client shall not, and shall procure that its Representatives shall not,

1.4.1.use or launch any automated system, including without limitation, "robots", "spiders" or "offline readers" that accesses the Client Portal in a manner that sends more request messages to the relevant servers in a given period of time than a single human can reasonably produce in the same period by using a conventional online web browser;

1.4.2.collect or harvest any personally identifiable information, including names, from the Client Portal;

1.4.3.use any information provided in the Client Portal for the sending of spam, bulk email messages or bulk instant messages for marketing or other purposes other than internal business use;

1.4.4.use any part of the Client Portal to upload, post, email, or transmit viruses, Trojan horses, worms, time bombs, cancelbots, corrupted files, or any other software, files or programs that may interrupt, damage, destroy or limit the functionality of any computer software or hardware or network equipment;

1.4.5.use any part of the Client Portal to pretend to be the Operator or Service Provider or someone else or otherwise misrepresent the identity or affiliation of a user or attempt to disguise the origin of any Content;

1.4.6. use the Client Portal or any part thereof to violate or infringe anyone's intellectual property rights;

1.4.7. interfere with or disrupt the Client Portal, servers, or networks connected to the Client Portal, or disobey any requirements, procedures, policies or regulations of networks connected with the Client Portal;

1.4.8. upload, post, email, transmit, or otherwise make available any Content that OfficeR&D, in the Operator's sole discretion, deem to be unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, invasive of another's privacy, inflammatory, hateful, or racially, religiously, ethnically, or otherwise objectionable, or harmful to minors;

1.4.9. attempt to gain unauthorised access to the Client Portal or any portion or feature of thereof, or any other systems or networks connected to the Client Portal;

1.4.10. probe, scan, or test the vulnerability of the Client Portal or any network connected to the Client Portal, nor breach the security or authentication measures on the Client Portal or any network connected to the Client Portal;

1.4.11. take any action that imposes an unreasonable load on the Client Portal or on the Service Provider's infrastructure or networks or any networks connected to the Client Portal;

1.4.12. use the Client Portal in order to obtain material which per se or if sent to another party might injure the reputation of a third party, or in any manner which may result in the infringement of a third party's intellectual property rights, or which constitutes a dissemination of business secret, or may incite a third party to commit or participate in a crime, or may be understood as constituting a threat, or to use the Client Portal in any other manner incompatible with the purpose thereof; or

1.4.13. provide access to the Client Portal to anyone else other than its Representatives who are registered with the Client Portal.

1.5. The Client shall comply with, and ensure that each of its Representatives complies with, any terms of use available on the Client Portal from time to time.