

# User Acceptable Use Policy

## Introduction

The [Centre of Excellence in Energetic Materials \(CoEEM\)](#) supports a community of professionals via the provision of the CoEEM portal (<https://www.coeem.org>). The portal is run by [Cranfield University](#) on behalf of CoEEM, at its [School of Defence and Security](#) based at the [Defence Academy of the United Kingdom](#) at Shrivenham. The aim of the CoEEM Portal to offer a secure Portal where like-minded professionals are able to interact, discuss topics of interest, and seek out appropriate facilities or expertise in their fields of interest.

As a user of the Portal, you are required to accept this User Acceptance Policy when you log on for the first time. Non-acceptance of these conditions will prohibit access to the Portal.

## Purpose of the User Acceptable Use Policy

The purpose of the CoEEM Portal User Acceptable Use Policy is to specify user responsibilities and to promote the appropriate use of the CoEEM Portal for the benefit of all members of the CoEEM Portal community. The User Acceptable Use Policy applies both within and outwith CoEEM associated premises.

## Terms and Conditions

Please read these [terms and conditions](#) carefully.

CoEEM may modify these terms and conditions at any time and may discontinue any or all of its online services. Your continued use of the services, after online notice of modifications, signifies your acceptance to be bound by the modifications.

If you breach any of these conditions, CoEEM may regard this as misconduct.

In addition using the CoEEM Portal you agree to comply with the terms of your Internet Service Provider and / or your employer.

## Variation of Content

CoEEM reserves the right at any time and without prior notice to remove any content published on the CoEEM Portal which does not conform to the requirements set out below.

## Suspension of User Account

CoEEM may terminate your account, your access rights to specific areas of the Portal or to the entire service, with or without notice and at its sole discretion, in the event of an investigation into alleged misuse.

## **Rules for Online Conduct**

You agree to:

- Always act in a professional manner. Be polite and courteous to other online members at all times. The CoEEM Portal is not to be used to libel, slander, or harass any other persons.
- Use the CoEEM Portal only for the purposes of information, participation, networking and learning.
- Upload only material which has been passed by an up-to-date virus-checker as being free of virus, malicious content or malware.
- Not share and/or sell mailing lists or participant details generated on the CoEEM Portal.
- Not upload, store, view or transmit any material or statements which are (or may be considered to be) illegal, abusive, defamatory, inflammatory, discriminatory, obscene, indecent, threatening or offensive.
- Not plagiarise in submitted postings or discussions.
- Give due acknowledgement for material quoted from other sources, both within the CoEEM Portal and elsewhere, when submitting postings within the CoEEM Portal.
- Be responsible for moderating any discussion forums which you may create or participate in.
- Not misrepresent CoEEM or bring it into disrepute in any way through the use of the CoEEM Portal.
- Ensure that all links to non-CoEEM owned or managed materials are launched in a new window and clearly labelled as third-party content.
- Not breach the copyright of the CoEEM or any third party by copying from the CoEEM Portal without prior written authorisation. Copyright of the content of the CoEEM Portal are owned or controlled by the CoEEM unless otherwise stated. Any copies of third party materials will be clearly labelled with warnings about any copyright restrictions;
- Ensure that any copyright material reproduced and loaded onto the CoEEM Portal conforms with the [Copyright, Designs and Patents Act 1988 \(as amended\)](#) or with any licence agreement held by the University, or has been made with the express written permission of the rights holder. All reproductions must be fully acknowledged.

You should report any instances of abusive or inappropriate material published on the CoEEM Portal to CoEEM Administrator in the first instance.

## **Security**

You must not disclose to any third party your username and password to the (CoEEM) Portal. Sharing of your account details with another party is strictly forbidden.

You must not publish any content to the (CoEEM) Portal which is protectively marked or commercially sensitive.

You agree never to log on to the (CoEEM) Portal and then leave your device logged in and unattended.

## **Information we collect**

The CoEEM uses non-persistent session Cookies. These Cookies are saved only while your web browser is running. They can be used by a web server only until you close your browser. They are not saved on your PC. These cookies are stored in RAM and are automatically destroyed when the user closes the web browser. You can disable Cookies but if you do, you may not be able to use certain features on our site and you may need to enter your password more frequently.

## **Data Protection**

CoEEM will deal with your personal data in accordance with the principles set out in the Data Protection Act and the CoEEM [Privacy Policy](#).

Any personal information which you provide to CoEEM will be used only within the CoEEM Portal in the support of your use. We may share information such as your username or email address with other CoEEM administrators only for purposes connected directly with your Portal use. CoEEM administrators may require this information to deal with your queries such as support issues and to provide notification that a particular service has been suspended for maintenance.

By accepting these conditions you are giving your consent to CoEEM to process your personal data for the purposes described in the preceding paragraph.

The types of information we collect may include usage statistics e.g. when a member last logged into the system, when he or she accessed certain activities, or when he or she uploaded a document.

We use this information to help improve the CoEEM Portal services by ensuring that the material and content of the Portal accord with users' requirement and also to make sure that members are not having problems with access.

The usage statistics are visible to the CoEEM administrators, Organisational Portal administrators will only see the data from their organisation.

## **Disclaimer**

Whilst CoEEM will endeavour to ensure the CoEEM portal is normally available 24 hours a day, CoEEM will not be liable if for any reason the site is unavailable at any time or for any period. Access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of CoEEM.

The CoEEM portal may contain links to other websites outside CoEEM's control; CoEEM is not responsible for the content of these sites. CoEEM gives no guarantee that these links will work all of the time and it exercises no control over the availability of the linked sites. Likewise, references and links to any such websites must not be taken as an endorsement by CoEEM of opinions expressed or services provided at those sites. CoEEM takes no responsibility for the privacy policies of any linked websites.

## **Governing Law**

These terms and conditions shall be governed by and construed in accordance with the Law of England and Wales and shall be subject to the exclusive jurisdiction of the Courts of England.

## **Contacts**

For content, technical, administrative issues contact [enquiries@coeem.org](mailto:enquiries@coeem.org)

For harassment/equality issues and complaints contact your CoEEM Point of Contact in the first instance.