



EXTRANET TERMS OF USE

1 GENERAL

- 1.1 These terms of use set out the rules (**Rules**) governing your use of Watson Burton LLP's (**we, our or us**) extranet (**Extranet**). You agree to be bound by these Rules on each and every occasion on which you access our Extranet.
- 1.2 The Extranet is provided to allow you to review the progress of your matter and download documentation for signature on behalf of our client.

2 ACCESS

- 2.1 Individual access shall be granted at our discretion, with the express permission of our client.
- 2.2 You must not access the Extranet without our permission and must not use another person's login credentials to access the Extranet.
- 2.3 We can track Extranet access and activity can be associated with your account.

3 CONFIDENTIALITY

- 3.1 The Extranet contains confidential information (**Information**) which is made available for the benefit of our client. You must access and use this Information in a responsible manner.
- 3.2 You agree that you will not directly or indirectly disclose or make available any Information in whole or in part to any person, without the knowledge or consent of us or our client.
- 3.3 You must not use, reproduce, transform or store the Information in an externally accessible computer or electronic information retrieval system or transmit it in any form or by any means outside your usual place of business.
- 3.4 You agree to establish and maintain adequate security measures (including any reasonable security measures proposed by us from time to time) to safeguard the Information from unauthorised access or use.
- 3.5 We reserve all rights in the Information. The disclosure of Information by us to you does not give you or any other person any licence or other right in respect of any Information beyond the rights expressly set out in these Rules.
- 3.6 We make no express or implied warranty or representation concerning the Information, including but not limited to the accuracy or completeness of the Information.

4 DATA PROTECTION

- 4.1 You must comply with all applicable requirements of the General Data Protection Regulation ((EU) 2016/679), as implemented into UK law pursuant to the Data Protection Act 2018 and

including any successor legislation (**Data Protection Legislation**), in relation to your access and use of the Information available through the Extranet.

- 4.2 Any material breach of the Data Protection Legislation by you shall give grounds to terminate access to the Extranet with immediate effect.

5 **USING THE EXTRANET**

Whilst using the Extranet, you shall:

- 5.1 take all reasonable steps to ensure that none of the Information is visible to, or capable of being, overlooked by, other persons;
- 5.2 not leave your computer or other communications device through which they access the service unattended whilst connected to the Extranet;
- 5.3 ensure that you close the browser and log out when you have finished using the Extranet;
- 5.4 not attempt to download, scan, copy, print, photograph or otherwise capture any of the information contained in the Extranet, except that you may print Information which requires a signature; and
- 5.5 not share your Extranet username or password with anyone else.

6 **DESTRUCTION OF DOCUMENTS DOWNLOADED FROM THE EXTRANET**

- 6.1 At our request you agree to return, delete or destroy all Information downloaded from the Extranet.
- 6.2 At our request, you agree to erase all Information from your computer and communications systems and devices used by you, or which is stored in electronic form.

7 **REMEDIES**

Without prejudice to any other rights or remedies that we may have, you acknowledge and agree that damages alone would not be an adequate remedy for any breach of the Rules. Accordingly, we shall be entitled to the remedies of injunctions, specific performance or other equitable relief for any threatened or actual breach of the Rules by you.

8 **ACCEPTANCE NOTE**

Viewing or accessing the Extranet shall be deemed acceptance of these Rules.