

## Acceptable Use Policy

This Acceptable Use Policy (AUP) applies to your use of this Portal and by accessing this Portal, you agree to be bound by these terms and conditions set out below.

If you do not agree to be bound by these terms and conditions, you must not use this Portal and advise the portal administrator who will rescind your access permissions (where applicable). The administrator can be contacted by email at [TeesWebEnquiries@pdports.co.uk](mailto:TeesWebEnquiries@pdports.co.uk) or by telephone on 01642 877356.

### Who we are

This website – [www.teesport.co.uk](http://www.teesport.co.uk) – is owned and operated by PD Ports Ltd, registration 5083373.

Our head office address is at 17-27 Queen's Square, Middlesbrough, TS2 1AH and you can contact either by post using the address given previously, by telephone on 01642 877000 or by using the enquiries email addresses published on this website.

### Audience

The Teesport Portal AUP applies equally to all individuals using the Portal and those granted access privileges to Portal resources.

### Definitions

"Conditions" means these terms and conditions

"Users" means the users of the portal collectively

"Us/Our/We/PD Ports/Teesport" means PD Ports Limited

"Portal" means the website or websites you are granted access to or any subsequent URL which may replace it

"You/Your" means a user of the portal

"Personal Information" means any information defined as Personal Identifiable Information as described by the UK Information Commissioner's Office

### Monitoring

PD Ports may monitor access and use of this Portal (via human moderators) and produce reports on access and use of the site for the purposes of:

- Enforcement and review of this AUP
- Maintaining the performance and availability of the portal
- Dispute resolution and arbitration

Reports will be provided to partner organisations where relevant e.g. where an employee of a partner organisation breaches this AUP or in cases of dispute.

Monitoring records and reports may be used as evidence in disciplinary investigations and hearings, dispute resolution and arbitration, performance analysis, capacity and availability planning. This list is not exhaustive.

### Ownership of Portal documents and Intellectual Property

Users of the Portal with access privileges may only post documents, files and data for which they hold the intellectual property rights or post documents, files and data which they are permitted to publish or distribute under licence or fair use.

Users of the portal must accept that any documents, files or data posted to the portal may be used by other portal users.

Users of the portal may not further distribute documents, files or data from the portal either within their own organisations or to any other organisation without the consent of the original document, file or data owner.

The introduction of any documents, files or data is entirely at the discretion of PD Ports and their inclusion on the portal must be seen as temporary. PD Ports may remove any documents, files or data from the portal without notice.

Any document or substantial part of a work that infringes the [Copyright Designs and Patents Act \(1998\)](#) will be removed.

### Acceptable Use Policy – (AUP)

Users will be provided with individual credentials (e.g. user name and password) for the purposes of access to this Portal (where applicable).

Under no circumstances may these credentials be disclosed or shared.

Under no circumstances may anyone ask a user to disclose their credentials.

Under no circumstances may a user leave their computer unlocked or unattended whilst accessing this Portal.

If you feel your security password has been compromised at any time, your password should be changed immediately.

Users must not attempt to access any data or programs stored on the Portal for which they do not have authorization or explicit consent.

Users must not purposely engage in activity that may:

- harass, threaten or abuse others,
- degrade the performance of the Portal or component of the IT Infrastructure,
- infringe any copyright, database right or trade mark of any other person,
- deprive an authorised portal user access,
- obtain extra resources beyond those allocated,
- circumvent or attempt to circumvent security measures.

Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of the Portal.

Portal resources, files and documents must not be used for personal benefit and at no time will such information be disclosed to unauthorised/improper persons.

Users must observe at all times the principles outlined in the Data Protection Act 2018.

Users must not intentionally access, create, store or transmit material on this Portal which PD Ports deems personal or otherwise irrelevant to the stated purpose of the portal or material which we deem to be offensive, indecent or obscene.

Users must not otherwise engage in actions against the aims and purposes of PD ports, of other Portal users or organisations who contribute to or are supported by the aims of the Portal.

Portal users must report any weaknesses in security, any incidents of possible misuse or violation of AUP by contacting [TeesWebEnquiries@pdports.co.uk](mailto:TeesWebEnquiries@pdports.co.uk) and/or PD Ports Data Protection Officer at [dpo@pdports.co.uk](mailto:dpo@pdports.co.uk) if personal data is shared unlawfully.

Any document or file that breaches this AUP will be removed.

### Disciplinary Actions

Violation of any aspect of this AUP will be considered a serious matter and sanction may be sought by PD Ports, against any individual user and/or their employer.

Any violation by an employee or agency contract staff of PD Ports will result in disciplinary action by the PD Ports.

PD Ports retains the right to suspend any account and/or withdrawal rights of use to the Portal at any time for any reason.

### Liability

PD Ports Limited is registered with the Information Commissioners Office as data controller for the purpose of processing personal data. It is a condition of the use of the Portal that each user accepts that. Please refer to PD's Data Protection which can be found on the Policies & Documents page of the site.

PD Ports holds no liability for any harm caused by processing of data or by the failure to process data on the Portal by external parties and in particular the use, content and messages that a connected organisation, its employees or users post, distribute or otherwise process using the Portal.

### Changes to the Acceptable Use Policy (AUP)

We may change the AUP from time to time to meet the security needs of PD Ports and its partners and to comply with legislation.

To make the most of the guidance contained in this AUP, please keep up to date with changes and look at them on a regular basis.

[The AUP was most recently updated on 1<sup>st</sup> June 2021]