

POLICY STATEMENT

WEBSITE Terms of Use

Updated January 2023

Preamble

Our Terms of Use and Privacy Policy apply to and govern your use of our website. You should read both of these documents before using the website. We also recommend that you review them regularly to ensure you are aware of any changes that we may make. However we will try to ensure that any such changes are publicised both within the documents and on the home page latest news section of our website.

By using our website you acknowledge that you have read and agree to be bound by these Terms of Use. If you do not agree, you should not use or access the website.

Who we are

In these Terms of Use references to "Centre for International Learning and Leadership", "CILL", "we", "us", "our" refer to the Centre for International Learning and Leadership Ltd. References to 'our websites' or 'the websites' are to <u>www.cill-uk.com</u> <u>www.mycareerbox.co.uk</u> and <u>www.intercom.org.uk</u> and references to <u>`our work'</u> or <u>`our services</u>" are to the courses, projects, consultancy and other services provided by CILL as described and advertised on our website.

Under the Data Protection Act 2018 and the General Data Protection Regulation 2018 (GDPR), CILL is classified as a 'Data Controller'. This means that we determine what personal information about you is collected and how it will be used. It also means that you will always be asked to opt in to the collection of any data and you will be clearly informed about the specific purpose for which it will be used and how it will be protected. Please refer to our Data Protection and Privacy Policy for further details.

If you have any comments or queries in relation to these Terms of Use or our website in general, please contact us by email at <u>info@cill-uk.com</u> or by writing to: Company Secretary, Centre for International Learning and Leadership, 52 Grosvenor Gardens, London SW1W 0AU, UK.

Purpose of the websites

Our websites are designed to promote our services, to provide information, to encourage young people to take up international opportunities and join our networks, to bring us into contact with adults who share a professional interest in our area of work, and to attract the interest of potential partner or sponsor organisations.

Intellectual property

The websites, including trade marks, logos, design, text and graphics, are owned by and remain the property of the Centre for International Learning and Leadership Ltd, except in cases where materials from a third party are hosted, in which case copyright remains with the owners. You may not modify, adapt or in any way exploit (whether for commercial gain or otherwise) any content from these websites without prior written consent from us, and from any other entities with an interest in the relevant intellectual property.

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Accuracy, reliability and security

We try to the best of our ability to ensure that the content of the websites is accurate and up to date and that the services provided by the site are reliable. However, we cannot guarantee that the operation of the websites will be uninterrupted or error free, that defects will be corrected, or that this site or the servers on which it is located are free of viruses or other harmful defects. You should take appropriate precautions to ensure that any content you download is free of viruses or other harmful content.

Using the websites

If you contribute material or post comments, whether solicited or unsolicited, to our websites, or if you fill in our online registration form, you agree to observe the following rules.

- You will submit information, comments or materials in your own name only. You will not pretend to be someone else.
- You will not act on behalf of another person.
- You will ensure that all information you give is accurate to the best of your knowledge and belief.
- You will not claim to represent an organisation without the proper authorisation of that organisation.
- You will not use offensive or abusive language.
- You will not reveal any personal information about another person.
- You will not violate the rights of or harm or threaten the safety of any person.
- You will not upload, post, email, transmit or otherwise make available any content that is unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, libellous, invasive of another person's privacy, hateful, or racially, ethnically or otherwise objectionable.
- You will not contribute material that relates to committing or promoting an illegal act or that encourages or solicits other people to commit such an act.
- You will not try to use us, our services or our website for the promotion of religious or political beliefs.
- You will not infringe the copyright, trademarks, rights of privacy, publicity or other intellectual property or other rights of any other person or entity.
- You will not make comments or submit material in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- You will not submit data or other material containing malicious code, such as viruses, worms, Trojans or other potentially harmful programs or material; or involving the transmission of unsolicited or unauthorized advertising, promotional materials, junk mail, chain letters, pyramid schemes or spam.

Secure access

In some cases we may provide you with a password to access secure areas of our websites, for example because you are one of our partners or associates. This may enable you to post information or comments onto our sites. You agree to keep your password secure and confidential and not allow anyone else to use your password to access the websites, and not to do anything which would assist anyone who is not a registered user to gain access to any secure area of the websites.

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Misuse of the websites

If you fail to observe these Terms of Use, we may take action to prevent you gaining access to the websites. In the case of items posted or contributed by you, we may remove or modify these, or revoke any permissions or passwords we may have given you. If you post, send or otherwise upload offensive or inappropriate content to our websites or via our websites to any other site, we may inform your employer, school or internet service provider about your behaviour. If we find that you have used our websites in any way to upload or download illegal material to or from the Internet, we will inform the relevant authorities (i.e. the Police, Social Services etc.). You agree to compensate us and (as applicable) our partners, associates, directors, agents, and employees, in respect of all reasonable costs, losses, damages, expenses, claims or demands, including reasonable legal fees incurred by any of the same in connection with any third party claim arising out of your breach of these Terms of Use.

Links to other websites

Our websites may provide links to websites which we do not control, such as our partner or sponsor organisations, both in the UK and overseas. These links are provided in order to offer a better service. It is our intention to provide links only to trustworthy websites. However, the inclusion of a link does not constitute an endorsement or recommendation of any of the contents, availability or security of the website to which it is directed. Once you leave our websites via such a link, you become subject to the terms and conditions of the site whose link you have followed. If you have any problems or concerns relating to a linked website, please let us know by writing to the address shown above.

Spam

If you suspect that any of our websites has been used to send spam or to promote anything the goes against these stated terms and conditions, please contact us immediately at the address given above.

Disclaimers

We manage our websites from our offices in the United Kingdom. While we take reasonable measures to ensure that the websites and their contents are appropriate and available for use in the UK and other countries, we do not guarantee that the content or other information provided on the websites will be deemed appropriate or relevant by authorities or individuals everywhere. We also cannot guarantee the universal availability of the websites. We may suspend or close down the websites at any time. We reserve the right to refuse any or all services of our websites to any user for any reason, at any time, at our sole discretion.

Governing law

These terms of use shall be governed by and construed in accordance with English Law and you agree to submit to the exclusive jurisdiction of the English courts.