Acceptable Use and Privacy Policy

GENERAL

This policy sets out the acceptable use terms for the web application located at https://lept-rcpath.centricportfolio.com ("System").

It also sets out how [not set] ("we"/"us"/"our") uses and protects any information that you give us when using this System.

ACCEPTABLE USE

You must use the System only for its intended purpose and only by means of the online interactive user interface made available by us.

You must not use the System to transmit or upload or otherwise publish any material that:

- is defamatory, abusive, obscene, of a harassing nature or in any other way offensive; or
- infringes anyone else's copyright or other intellectual property rights; or
- infringes any right of privacy, confidentiality or legal privilege.

You must not use, transfer, copy, reverse engineer, create a functional specification of or reproduce any part of the System (or its source HTML code), except for the purposes of using the System for its intended purpose.

You must not use any mechanism, device, software, script or routine to affect the proper functioning of the System, or take any action that places an unreasonable burden or excessive load on our servers(s), or negligently or knowingly infect the System with any computer programming routine (e.g. any virus, worm, time bomb, cancelbot or trojan horse) that may damage, interfere with, delay, intercept or expropriate any system, data or personal information.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

The security of any documents/data downloaded from the System, becomes the responsibility of the user. We cannot be held responsible for the security of data copied to and held outside of our systems. Such information should only be accessed from a secure computer and/or held in a safe place.

Your obligations

You must not attempt to access the System unless we have issued you with your own user name and password. In particular, you must not access the System using someone else's user name or password.

You must:

- take reasonable action to keep your user name and password secret
- not tell any other person your user name or password
- take reasonable action to prevent anyone else from accessing the System by means of your user name and password, even if you do not tell them your user name or password
- change your password immediately if you think someone else knows your password, or whenever we request that you do so
- notify us promptly of any unauthorised use of your user name or password or any other breach of security

We reserve the right to issue you with a new user name and/or password if we believe someone else knows your password or is accessing the System using your user name or password.

COLLECTION OF PERSONAL INFORMATION

There are areas within this System which may require you to actively submit information in order for you to benefit from specific features. At each point, you will be prompted to provide the information required to complete the task. This information may be personal (i.e. information that could be used to personally identify you), such as your full name, email address, etc.

COOKIES

A cookie is a small piece of data that is sent from a web server to your Internet browser when you visit a particular System. It is stored on your hard drive. Cookies allow web applications to respond to you as an individual and tailor its operations to your needs, by gathering and remembering information about your preferences.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

If the cookie originates from our domain it is known as a first party cookie whereas the domains that are placed from sites other than our own are known as third party cookies. You can control whether these types of cookies are accepted by your device or not by changing the settings in your browser.

Our Cookies

We do not use cookies for collecting user information. Any cookies on the System are used for:

User login

The user login cookie ("LoginSessionID***") holds login information regarding the current session from a user on the System. This cookie will be removed once the browser is closed.

Messages

This cookie ("messages") is used to temporarily store messages to be shown on the next page view. It will only be stored until the next page is displayed.

Cookie Allow

This cookie ("policy_check") is used to store the confirmation that the user has accepted the use of cookies. It is set to expire after 1 year.

HTML Rich Text Area Size

This cookie ("TinyMCE_***_size") stores the editor's size if it has been resized by the user. This will only be stored for the relevant page. This cookie will be removed once the browser is closed.

Help Sidebar State

This cookie ("help_sidebar") is used to store the expanded/collapsed state of the help sidebar. It is set to expire after 1 year.

Contact Us Cookie Enabled Check

This cookie ("cookie_enabled") tells us whether or not cookies are enabled, when you submit the "Contact Us" form. It will be removed once the browser is closed.

Protected Form Submission

This cookie ("fileDownloadToken") allows the protected forms to work in the cases where the user is prompted to download a file. It will only be stored until the next page is displayed.

The System would not function correctly without use of these cookies. The data we gather in this way does not contain any personal information or information about which other sites you have visited.

Rejecting Cookies

Internet browsers normally accept cookies by default, but it is possible to set a browser to reject cookies.

We do not recommend declining first party cookies as, among other things, this will cause a loss of basic functionality on the System (e.g. ability to log in).

If you do not want cookies stored on your computer, you can configure your browser to reject them using the method appropriate for your browser as described on http://www.allaboutcookies.org/manage-cookies/stop-cookies-installed.html.

To delete cookies that were already installed on you computer you can follow the steps for your browser as described on http://www.allaboutcookies.org/manage-cookies/clear-cookies-installed.html.

LINKS TO OTHER WEBSITES

This policy only covers the System located at https://lept-rcpath.centricportfolio.com. The System may contain links and references to other websites. If you use these links to leave our site, you are no longer covered by our privacy policy and fall under the privacy policy of the third party website. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites and such sites are not governed by this policy. We advise you to read the privacy policy of each website you visit.

CONFIDENTIALITY

We take all reasonable steps to protect any information you submit via the System, in accordance with the Data Protection Act 1998. The Data Protection Act governs the collection, retention, and transmission of information held about living individuals and the rights of those individuals to see information concerning them. The Act also requires the use of appropriate security measures for the protection of personal data.

We will not distribute your personal information to third parties unless we have your permission or are required by law to do so.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible on wpba@rcpath.org.

CHANGES TO THIS POLICY

These terms are subject to change at any time. The latest version will always be available at https://lept-rcpath.centricportfolio.com/policy/. Please check back regularly to make sure you are aware of any changes made by us. Your continued use of this System after changes are posted indicates that you agree to these terms as updated and/or amended.

Last updated: August 25th 2021