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TERMS AND CONDITIONS

By Using Our Site You Accept These Terms and Conditions

Please read these Terms and Conditions carefully and ensure that you understand them before using Our Site, together with any other documents (unless otherwise stated), set out the terms of use governing your use of Our Site (<<insert website address>> (“Our Site”). It is recommended that you save these Terms and Conditions for your future reference.

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These Terms and Conditions were last updated on <<insert date>>. [The following changes were made: <<insert details of changes>>.]

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Your agreement to comply with these Terms and Conditions of Our Site is indicated by your use of Our Site. If you do not agree to these Terms and Conditions, you must stop using Our Site immediately.

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The following document[s] apply to the use of Our Site:

The following document[s] apply to the use of Our Site:

- Our Privacy Policy, in Part[s 3 and] 16.
- [Our Cookie Policy, in Part 16.]
- [Our Acceptable Use Policy, in Part 16.]

- <<insert link>>. This is also referred to below as <<insert link name>>.
- <<insert link>>. This is also referred to below as <<insert link name>>.
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1. Definitions and Interpretation

1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:

1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:

["Contact Tools"

communications facility that We provide on Our Site enabling you to contact Us. This includes, but is not limited to, contact forms and live chat.

"Content"

text, images, audio, video, scripts, databases, and any other form of electronic data, whether or not of being stored on a computer that is part of, Our Site; and

"We/Us/Our"

<<insert business name>>.

2. Information About Us

2.1 Our Site is operated by <<insert company name>>, a company registered in England and Wales with company number <<insert company number>>. Our registered office is at <<insert registered address>> and Our main trading address is <<insert main trading address>>.

<<insert company name>>. [We are a limited company registered in England and Wales with company number <<insert company number>> and Our registered office is at <<insert registered address>> and Our main trading address is <<insert main trading address>>.] OR [Our address is <<insert address>>.]

2.2 [Our VAT number is <<insert VAT number>>.]

[Our VAT number is <<insert VAT number>>.]

2.3 [We are regulated by <<insert regulator(s)>>.]

[We are regulated by <<insert regulator(s)>>.]

- 2.4 [We are a member of a trade association(s) etc.>>.]
- 2.5 [We are an investment company.]
- 2.6 [Please note that Our Company is being wound up.]
- 2.7 [<<insert further information>>.]

3. **How to Contact Us [and Your Contact Tools]**

3.1 To contact Us by email, please email Us at <<insert email address>> or to contact Us by telephone, please call Us at <<insert telephone number>>.

3.2 [We provide the following tools for you to contact Us:

- <<insert Contact Us tools such as contact form, live chat etc.>>

3.3 When using Our Contact Tools, you must comply with the following rules applying to Us by any other means, [Our Acceptable Usage Policy, <<insert link>>, applies.] **OR** [the following rules apply to you when you communicate, submit, or otherwise do anything that:

- a) [is sexually explicit or obscene];
- b) in any way suggests, depicts, or promotes child sexual abuse material; or
- c) is obscene, defamatory, abusive, hateful, or otherwise inflammatory;
- d) promotes violence or terrorism;
- e) promotes, encourages, or supports acts of terrorism;
- f) promotes or depicts illegal or unlawful activity;
- g) is defamatory or libelous;
- h) bullies, insults, or humiliates another person;
- i) discriminates on the basis of race; ethnicity; national origin; national ancestry; national identity; gender; gender identity; sexual orientation; marital status; political beliefs; disability; or age;
- j) is intended to threaten, harass, annoy, alarm, or otherwise cause inconvenience to another person;
- k) is calculated to deceive;
- l) is intended to infringe (or threaten to infringe) the intellectual property rights of another person or otherwise uses their personal information in a way that they do not have a right to;
- m) misleadingly impersonates Us or otherwise misrepresents your identity or affiliation with Us, where such impersonation or misrepresentation is calculated to deceive [(obvious impersonation or misrepresentation is not a breach of this definition provided that they do not breach any of the standards in this Part 3)];
- n) implies any affiliation with Us or any other party where there is none;
- o) infringes, or otherwise violates, the intellectual property rights (including trademark, copyright, designs, patents, trade secrets, and other intellectual property rights) of Us or any other party;
- p) is in breach of any applicable law, regulation, or contract, including but not limited to, confidentiality obligations, or other obligations of confidence[.] **OR** [;]

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- q) [<<add further details>>.]
- 3.4 We may monitor and analyze usage data made using Our Contact Tools.
- 3.5 Any personal information collected, used, and stored (including name and contact details) will be collected, used, and stored in accordance with your rights and Our obligations under data protection laws and Our Privacy Policy, available from <<insert link>>.]
- 4. **Access to Our Site**
 - 4.1 Access to Our Site is available on a "best effort" basis.
 - 4.2 It is your responsibility to make any arrangements necessary in order to access Our Site.
 - 4.3 Access to Our Site is not guaranteed and on an "as available" basis. We may suspend or discontinue access to any part of it at any time. We do not guarantee that access to Our Site will be available or that access to it will be uninterrupted. [If We suspend or discontinue access to Our Site (or any part of it), We will try to give you reasonable notice of such suspension or discontinuation.]
- 5. **Changes to Our Site**

We may alter and update the content, appearance, and description of potential risks of Our Site (or any part of it) at any time [<<insert brief description of potential risks>>]. [If We make any [significant] alterations to Our Site (or any part of it), We will try to give you reasonable notice of the alterations.]
- 6. **Changes to these Terms and Conditions**
 - 6.1 We may alter these Terms and Conditions at any time. If We do so, details of the changes will be posted on this page. As explained above, your use of Our Site constitutes your acceptance of these Terms and Conditions. Consequently, your use of Our Site after you have agreed to these Terms and Conditions will apply to your use of Our Site even if the changes have been implemented after the time you use Our Site.
 - 6.2 If any part of the current Terms and Conditions conflicts with any previous version of these Terms and Conditions, the current Terms and Conditions shall prevail unless We explicitly state otherwise.
- 7. **[International Users]**

Our Site is intended for use in the United States only. We do not warrant or represent that Our Site or any content on it is suitable for use in other locations or are suitable for use in other locations.]
- 8. **How You May Use Our Site (Including Intellectual Property Rights)**
 - 8.1 [All Content including text, graphics, and other intellectual property rights in the content of Our Site, whether it has been licensed by Us, unless otherwise indicated, is protected by applicable United States and international copyright laws and other intellectual property laws.]

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compilation, director, or otherwise, without our express written permission.]

8.7 [Unless expressly stated otherwise in our Terms and Conditions or on Our Site, you may not otherwise copy, reproduce, distribute, sell, rent, sub-licence, store, or transmit any Content from Our Site in any other manner without Our express written permission. For further information on the re-use of Content from Our Site, please Contact Us using the details set out above in Part 3.]

8.8 [Our status as the licensor of the Content on Our Site (or that of any third party) must always be acknowledged.]

8.9 [Nothing in these Terms and Conditions permits or excludes the provisions of Chapter III of the Copyright, Designs and Patents Act 1988, 'Acts Permitted in Relation to Copyright' (which includes exceptions allowing certain uses of copyright material for purposes such as non-commercial research and private study; teaching; criticism, review, and reporting; and parody, caricature, and pastiche). Where information is available from the UK Intellectual Property Office, you must ensure that you are aware of any such exceptions.]

9. **Links to Our Site**

9.1 [You may link to the homepage of Our Site, provided that you do not use Our name OR [You may only link to the homepage of Our Site if you have obtained Our prior written consent. Linking to other pages on Our Site requires our express written permission.]

9.2 Links to Our Site must not be used in a way that you must not take unfair advantage of Our reputation or that of any third party.

9.3 You must not link to Us (where there is no such link) or to any third party (where there is none) that suggests any association with Us (where there is no such association) or approval from Us (where there is none).

9.4 Your link should not contain any of Our trade marks displayed on Our Site without Our express written permission.

9.5 [You must not frame Our Site or any other website on another website without Our express written permission.]

9.6 [You may not link to any website the main content of which is unlawful; obscene; defamatory; inappropriate; dishonest; defamatory; discriminatory; that promotes violence, racial hatred, or terrorism; or that infringes intellectual property rights; or that We deem to be otherwise objectionable.]

OR

9.6 [You may not link to any website the main content of which does not comply with Our Acceptable Usage Policy, available at [www.simply-docs.com/acceptable-usage-policy](#) set out in Our Acceptable Usage Policy, available at [www.simply-docs.com/acceptable-usage-policy](#)]

10. **Links to Other Sites**

10.1 Links to other websites are included on Our Site. Unless expressly stated, we accept no responsibility or liability for the content of those websites.

10.2 The inclusion of a link on Our Site is for information purposes only and does not constitute endorsement of that website or of its owners, operators, or content, or any other content viewed with it.

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11. **[Advertising**

We may feature advertising
any advertising on Our Site
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advertising, please refer to
the content of their own ad
please refer to <<insert link

not responsible for the content of
ed to any errors, inaccuracies, or
business name(s)>> [is] OR [are]
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12. **Disclaimers**

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13. **Our Liability**

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from your failure to provide the minimum system requirements provided by Us for t

the minimum system requirements provided by Us for t
tion were not met.]]

14. **Viruses, Malware, and Security**

14.1 We exercise reasonable care to ensure that Our Site is secure and free from viruses and malware. We do not guarantee that this is the case.

ensure that Our Site is secure and free from viruses and malware. We do not guarantee that this is the case.

14.2 You are responsible for ensuring that the hardware, software, data, and other information you use to access Our Site are free from internet security risks.

hardware, software, data, and other information you use to access Our Site are free from internet security risks.

14.3 You must not deliberately introduce any viruses or other malware, or any other harmful material which is made available to or via Our Site.

viruses or other malware, or any other harmful material which is made available to or via Our Site.

14.4 You must not attempt to gain unauthorized access to any part of Our Site, the server on which Our Site is hosted, or any other server, computer, or database connected to Our Site.

access to any part of Our Site, the server on which Our Site is hosted, or any other server, computer, or database connected to Our Site.

14.5 You must not attempt to launch or participate in a denial of service attack, a distributed denial of service attack, or any other means.

of a denial of service attack, a distributed denial of service attack, or any other means.

14.6 By breaching the provisions of this Part 14.5, you may be committing a criminal offence under the Computer Misuse Act 1990. Any and all such breaches will be reported to the relevant law enforcement authorities and We will cooperate fully with them. You agree to disclose your identity to them immediately in the event of such a breach. Your right to use Our Site will be suspended in the event of such a breach.

to 14.5, you may be committing a criminal offence under the Computer Misuse Act 1990. Any and all such breaches will be reported to the relevant law enforcement authorities and We will cooperate fully with them. You agree to disclose your identity to them immediately in the event of such a breach.

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15. **Acceptable Usage of Our Site**

15.1 [In addition to these Terms and Conditions, Our Acceptable Usage Policy, which is available at <<insert link>>, governs your use of Our Site.]

s, Our Acceptable Usage Policy, which is available at <<insert link>>, governs your use of Our Site.]

15.2 You may only use Our Site for the purposes set out below:

er:

a) You must ensure that your use of Our Site is fully compliant with any and all local, national, and international laws, regulations, and standards that apply;

fully compliant with any and all local, national, and international laws, regulations, and standards that apply;

b) You must not use Our Site for any purpose, in any way, or for any purpose, that is unlawful or fraudulent;

way, or for any purpose, that is unlawful or fraudulent;

c) You must not attempt to, or knowingly send, upload, or in any other way transmit, any form of virus or other malware or any other code that is likely to adversely affect computer hardware, software, or data;

ngly send, upload, or in any other way transmit, any form of virus or other malware or any other code that is likely to adversely affect computer hardware, software, or data;

15.3 If you fail to comply with the provisions of this Part 15 [and/or Our Acceptable Usage Policy], you will be deemed to have breached these Terms and Conditions. We may take one or more of the following actions:

is Part 15 [and/or Our Acceptable Usage Policy], you will be deemed to have breached these Terms and Conditions. We may take one or more of the following actions:

a) Suspend or terminate your access to Our Site;

e Our Site;

b) Issue you with a cease and desist order;

c) Take legal proceedings against you for reimbursement of any and all costs incurred by Us as a result of your breach;

for reimbursement of any and all costs incurred by Us as a result of your breach;

d) Take further action against you as appropriate;

as appropriate;

e) Disclose such information to the relevant law enforcement authorities as required or as We deem appropriate; and/or

forcement authorities as required or as We deem appropriate; and/or

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f) Any other action that is reasonably appropriate (and lawful).

15.4 We hereby exclude liability for any loss or damage, including but not limited to, arising out of any actions that We may take (including, but not limited to, those set out above in Part 15.3) in response to your breach.

16. **How We Use Your Personal Information**

We will only use your personal information in accordance with what is set out in Our Privacy Policy, available at <<insert link>> [and Our Terms and Conditions available from <<insert link>>].

17. **[Communications from Us]**

17.1 If We have your contact details, we may contact you and you important notices by email from time to time. Such notices may include, but not limited to, matters including, but not limited to, changes to Our Terms and Conditions.

17.2 We will not send you any marketing emails without your express consent. If you do consent to marketing emails, you may unsubscribe at any time. All marketing emails from Us include an unsubscribe link. If you do not unsubscribe, it may take up to <<insert period>> for the email to take effect and you may continue to receive emails during this period.

17.3 For questions or comments regarding our communications from Us, please contact Us using the details set out in Our Privacy Policy.

18. **Law and Jurisdiction**

18.1 These Terms and Conditions govern the relationship between you and Us and shall be governed by, and construed in accordance with, English law.

18.2 If you are a consumer, these Terms and Conditions shall not be subject to any mandatory provisions of the law in your country, in so far as such provisions in Part 18.1 takes away from or restricts your legal rights.

18.3 If you are a consumer, any dispute, controversy, proceedings, or claim arising out of or in connection with these Terms and Conditions or to the enforcement of any contractual or otherwise) shall be subject to the jurisdiction of the courts of England, Wales, Scotland, or Northern Ireland, as the case may be.

18.4 If you are a business, any dispute, controversy, proceedings, or claim arising out of or in connection with these Terms and Conditions or to the enforcement of any contractual or otherwise) shall be subject to the exclusive jurisdiction of the courts of England and Wales.

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