

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 that may be referred to in the terms of use governing your use of Our Site (collectively, the "Terms and Conditions"). It is recommended that you save a copy of these Terms and Conditions for your future reference.

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

Your agreement to comply with these Terms and Conditions is indicated by your use of Our Site. If you do not agree with these Terms and Conditions, you must stop using Our Site immediately. [You must also agree to these Terms and Conditions if you sign up for <<insert service>>]

The following documents are incorporated into these Terms and Conditions:

- Our Privacy Policy, in Parts [3,] 7 and 18;
- [Our Cookie Policy, in Part 18.]
- Our Acceptable Use Policy, referred to below in Part 17.

1. Definitions and Interpretation

1.1 In these Terms and Conditions, the following expressions shall have the following meanings:

"Account"

["Contact Tools"

"Content"

"Our Site"

"User"

"User Content"

carefully and ensure that you understand them before using Our Site, together with any other documents that may be referred to in the terms of use governing your use of Our Site (collectively, the "Terms and Conditions"). It is recommended that you save a copy of these Terms and Conditions for your future reference.

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

Your agreement to comply with these Terms and Conditions is indicated by your use of Our Site. If you do not agree with these Terms and Conditions, you must stop using Our Site immediately. [You must also agree to these Terms and Conditions if you sign up for <<insert service>>]

The following documents are incorporated into these Terms and Conditions:

<<insert link>>. This is also referred to below as "Privacy Policy".

<<insert link>>. This is also referred to below as "Cookie Policy".

at <<insert link>>. This is also referred to below as "Acceptable Use Policy".

In these Terms and Conditions, the following expressions shall have the meanings:

required to access certain features of Our Site, as set out in Part 7;

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.

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

<<insert website address>>, and any other website that Our Site also refers to all Content on Our Site, unless expressly stated otherwise.

Our Site;

including, but not limited to, any content that is published on Our Site, shared by users, or otherwise made available on Our Site.

“We/Us/Our”

Business name>>.

2. Information About Us

- 2.1 Our Site is operated by [insert name>>]. [We are a limited company registered in England and Wales with company number <<insert company number>>. Our registered address is <<insert registered address>> and Our main trading address is <<insert trading address>>.] **OR** [Our address is <<insert address>>.]
- 2.2 [Our VAT number is <<insert VAT number>>.]
- 2.3 [We are regulated by <<insert regulator(s)>>.]
- 2.4 [We are a member of <<insert association(s) etc.>>.]
- 2.5 [We are an investment company.]
- 2.6 [Please note that Our Site is not intended for use by persons being wound up.]
- 2.7 [<<insert further information>>.]

3. How to Contact Us [and Your Complaints Resolution Tools]

- 3.1 To contact Us by email, please email us at <<insert email address>> or to contact Us by telephone, please call us on <<insert telephone number>>.
- 3.2 [We provide the following tools to help you to contact Us:
- <<insert Complaints Resolution Tools>> form, live chat etc.>>
- 3.3 When using Our Complaints Resolution Tools, the following Acceptable Usage Policy, [insert link>>], applies.] **OR** [the following rules apply to the way you communicate, submit, or otherwise do anything that:
- a) [is sexually explicit;
 - b) in any way suggests, promotes, or depicts sexual abuse material;
 - c) is obscene, defamatory, libelous, or otherwise inflammatory;
 - d) promotes violence;
 - e) promotes, encourages, or depicts acts of terrorism;
 - f) promotes or depicts illegal or unlawful activity;
 - g) is defamatory;
 - h) bullies, insults, or intimidates another person;
 - i) discriminates on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or any other way defamatory of, any person, group, or class of persons; or on the basis of religious, philosophical beliefs; disability; or age;
 - j) is intended to threaten, harass, annoy, alarm, or otherwise harm 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;

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- m) misleadingly represents your identity or a trademark or service mark, or parodies are permitted, provided that they do not breach any applicable laws or 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 trademarks, patents, designs, and copyrights) of Us or any other party;
- p) is in breach of any applicable laws or standards, limited to, but not limited to, confidentiality or other obligations of confidence[.] OR [;]
- q) [<<add further restrictions >>].]

3.4 We may monitor and control the use of Our Site made using Our Contact Tools.

3.5 Any personal information that you provide to Us, whether via Our Contact Tools or otherwise (including your name and contact details) will be collected, used, and stored in accordance with your rights and Our obligations under data protection laws. [<<insert link>>].] Our Privacy Policy, available from

4. Access to Our Site

- 4.1 Access to Our Site is subject to the terms and conditions set forth in this page.
- 4.2 It is your responsibility to ensure that you have the technical arrangements necessary in order to access Our Site.
- 4.3 Access to Our Site is not guaranteed. We may suspend or discontinue access to Our Site (or any part of it) at any time. We do not guarantee that access to Our Site (or any part of 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 Our Site at any time [<<insert brief description of potential alterations to Our Site (or any part of it) >>]. [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 [and We will inform you by <<insert method of notification>>].] to these Terms and Conditions will apply to your use of Our Site after the changes have been implemented. [If We make any [significant] changes to these Terms and Conditions, We will try to give you reasonable notice of the changes by <<insert method of notification>>].] You agree to review and accept the changes by checking this page every time you use Our Site.
- 6.2 If any part of the current Terms and Conditions conflicts with any previous version, the current version shall prevail unless We explicitly state otherwise.

7. Accounts

- 7.1 Certain features on Our Site may require an Account.
- 7.2 Only Users aged <18 may create an Account. [If you are under the age of <18, you may not use the features on Our Site that require an Account, and you must create the Account for you under the supervision of a parent or guardian.]
- 7.3 When creating an Account, the information you provide must be accurate and complete. If any of the information is false, it is your responsibility to ensure that your Account is accurate.
- 7.4 We [recommend] that you choose a strong password for your Account, consisting of at least 8 characters, e.g. "a combination of lowercase letters, uppercase letters, numbers and symbols" >>.
- 7.5 It is your responsibility to keep your Account details safe. [You must not share your Account details with anyone you believe your Account is being accessed by without their permission, please [change your password immediately] [and/or] [contact Us using the details above in Part 7.4].]
- 7.6 You must not use a false email address [without their permission].
- 7.7 All personal information you provide on your Account will be collected, stored, used, and held in a secure manner in accordance with Our obligations under data protection law, as set out in Our Privacy Policy, available from <<insert link>>.
- 7.8 If you wish to delete your Account, you may do so at any time. If you delete your Account, you will lose access to the features on Our Site requiring an Account. It will result in the removal of your information from Our Site. We will provide a detailed explanation of what will happen to the user's information and deletion of personal information. For further details about the retention and deletion of personal information, please refer to Our Privacy Policy, available from <<insert link>>.
- 7.9 If you delete your Account, any Content that you have shared on Our Site will [also be deleted]. For a detailed description of what will happen to the user's User Content, please refer to Our Privacy Policy, available from <<insert link>>.
- 7.10 We may disable your Account if, in Our reasonable opinion, you have breached these Terms of Use, including, but not limited to, Our Acceptable Usage Policy.

8. [International Users]

Our Site is intended for use in the United Kingdom only. We do not warrant or represent that Our Site or its content is suitable for use in other locations or are suitable for use in other locations.

9. How You May Use Our Site (Intellectual Property)

- 9.1 [With the exception of Content licensed by Us, unless specifically stated otherwise, all Content included on Our Site (including but not limited to User Content) is protected by copyright and other intellectual property rights in the United Kingdom and other jurisdictions. For further details, please refer to Part 10), all Content included on Our Site (including but not limited to User Content) is protected by copyright and other intellectual property rights in the United Kingdom and other jurisdictions.

- applicable United Kingdom intellectual property laws and treaties.
- 9.2 Users retain the ownership and all other intellectual property rights in their User Content and all other intellectual property rights in any part of any User Content which is owned by Users. In any case, Users must obtain express permission for such use (including the use of User Content) from Us (or the relevant User Content owner) (see Part 10).
- 9.3 You may access, view and use Our Site using a web browser (including any web browser plug-in or software or app) and you may download Our Site Content for caching (this usually occurs automatically).
- 9.4 You may print one or more copies of any page(s) from Our Site for personal use only.
- 9.5 You may download Content from Our Site where We clearly indicate that it is available for personal use only.
- 9.6 You may view and use Content (for example, quote it) as set out below.
- 9.7 You may not otherwise copy, reproduce, copies, downloaded extracts, or images, video, audio, or any other Content downloaded from Our Site. It must not be used separately from the accompanying text.
- 9.8 You may not use Content (including User Content) from Our Site for commercial purposes without a licence from Us, Our licensors, or the relevant User Content owner. This does not prevent the normal access, viewing, and use of Content for information purposes by business users or consumers.
- 9.9 You may not systematically download Content (including User Content) from Our Site to create a collection, compilation, or database without Our express written permission (or the permission of the relevant User Content owner).
- 9.10 Unless expressly stated otherwise in our Terms and Conditions or on Our Site, you may not otherwise copy, reproduce, or use Content in any other manner without Our express written permission (or the permission of the relevant User Content owner).
- 9.11 If you wish to use Content (including User Content) from Our Site in any way that is not permitted under our Terms and Conditions, please contact Us using the details provided in Part 10.
- 9.12 Our status as the owner of Content on Our Site (or that of our licensors) must always be acknowledged.]

OR

- 9.1 [With the exception of Content that is specifically labelled otherwise, all Content included on Our Site (including User Content) is protected by applicable United Kingdom intellectual property laws and treaties.
- 9.2 Users retain the ownership and all other intellectual property rights in their User Content and all other intellectual property rights in any part of any User Content

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User Content) from Our Site for
a licence from Us, Our licensors,
does not prevent the normal access,
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10. User Content

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- 10.4 You warrant that you will comply with the standards referred to. You will, to the fullest extent permissible by law, indemnify Us for any loss or damage caused by or as a result of such a breach.
- 10.5 We are not responsible for User Content submitted to Our Site. It is your sole responsibility to ensure that your User Content does not infringe any third party's intellectual property rights and is not defamatory, libellous, obscene, fraudulent, or otherwise illegal.
- 10.6 All User Content is non-confidential and non-proprietary.
- 10.7 We may reject, redact, or remove User Content from Our Site where, in Our sole opinion, it is not in compliance with Our Usage Policy.
- 10.8 We have the right to disclose User Content to a third party if that third party claims that any User Content infringes their intellectual property rights (including copyright) or their right to privacy.
- 10.9 User Content is not the property of Us before it is displayed on Our Site. The opinions, views, or statements expressed in User Content on Our Site do not represent Our opinions, views, or statements.
- 10.10 We do not store any User Content on Our Site.
- 10.11 If you wish to make any changes to your User Content, please contact Us using the details provided in the User Content. [<<Insert reference or link to an explanation of how changes are made, developed, enforced, and how your guidelines are applied to User Content, including information on performance metrics and take-down procedures.]
- 10.12 If you wish to remove any User Content, you may do so by <<insert brief description of method. We will make every effort to remove the Content as quickly as possible. The Content may not be available where it was previously available under reasonable control.
- 10.13 User Content on Our Site is the property of the user and other intellectual property rights in that User Content, unless otherwise labelled otherwise, belongs to the user. All User Content is protected by copyright law in the United Kingdom and international jurisdictions.
- 10.14 You (or your licensee) retain the ownership of your User Content and all associated intellectual property rights. When you submit User Content to Our Site, you grant Us an unconditional, non-exclusive, fully transferable, royalty-free licence to use, store, archive, reproduce, distribute, prepare derivative works from, and sub-licence your User Content to third parties on Our Site.
- 10.15 In addition to the licence granted in Part 10.14, by submitting User Content to Our Site, you grant Us the right to copy and quote their User Content within Our Site for the purpose(s) of <<insert purpose(s)>>.

11. Links to Our Site

- 11.1 [You may link to the homepage of Our Site, but linking to other pages on Our Site requires Our express written permission.] **OR** [You may only link to the homepage of Our Site.]
- 11.2 Links to Our Site must not be used in a way that you must not take unfair advantage of Our reputation or the reputation of Our Site.

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11.3 You must not link to Us (where there is no link) or suggest any association with Us (where there is none).

11.4 Your link should not contain any trademarks displayed on Our Site without Our express written permission.

11.5 [You must not frame Our Site on another website without Our express written permission.]

11.6 [You may not link to a website the main content of which is unlawful; obscene; inappropriate; dishonest; defamatory; threatening; racist, discriminatory; that promotes violence, racial hatred, or terrorism; or that We deem to be otherwise objectionable.]

OR

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

12. Links to Other Sites

12.1 Links to other websites on Our Site. Unless expressly stated, we accept no responsibility or liability for the content of these sites.

12.2 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.

13. [Advertising]

We may feature advertising on Our Site. We are not responsible for the content of any advertising on Our Site. We do not warrant or make any representation as to any errors, inaccuracies, or omissions in such advertising. [We do not accept any liability for any loss or damage, including without limitation any loss or damage to data or information, caused by or in connection with the use of any advertising on Our Site.] [Each advertiser is responsible for the content of their own advertising. For further information about advertising, please refer to <<insert link to advertising policy>>.]

14. Disclaimers

14.1 Nothing on Our Site should be taken as professional advice on which you should rely. It is provided for general information only. [Professional or specialist advice should always be sought before taking any action relating to <<describe the type of action>> to which your website relates>>.]

14.2 We make reasonable efforts to ensure that Our Content on Our Site is complete, accurate, and up-to-date. In the extent permitted by law, We make no warranties (express or implied) that Our Content is accurate, complete, or up-to-date.

14.3 The opinions, views, and values expressed in Content on Our Site are those of the authors of that Content and do not represent Our opinions, views, or values.

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- 14.4 If you are a business user, you agree to accept the terms, conditions, and other notices that may be posted on Our Site and Content.
15. **Our Liability**
- 15.1 Nothing in these Terms shall limit, exclude or restrict Our liability for death or personal injury resulting from negligence, or liability which cannot be lawfully excluded or restricted.
- 15.2 If you are a business user, you agree to accept the terms, conditions, and other notices that may be posted on Our Site and Content. We accept no liability for damage, whether foreseeable or otherwise, in connection with the use of (or inability to use) Our Site or the use of Our Content (including User Content).
- 15.3 If you are a business user, you agree to accept the terms, conditions, and other notices that may be posted on Our Site and Content. We accept no liability for loss of profit, sales, opportunity, goodwill, or reputation; interruption; or for any indirect or consequential loss or damage.
- 15.4 [Our Site is intended for use only.] If you are a consumer, you agree that [you will not use Our Site for commercial or business purposes and that] We shall not be liable for any business losses as set out above.
- 15.5 [Subject to Part 15.4, we shall not be liable for any damage to digital content (digital content) from Our Site or a device belonging to you if the damage is caused by Our failure to use reasonable skill and care to prevent the damage. We shall not be liable to compensate you or repair the damage.]
- 15.6 [Note that the right to repair in Part 15.5 will be lost if the damage in question is avoided by following advice or instructions from Us or if the damage resulted from your failure to follow the minimum system requirements provided by Us for the device.]
16. **Viruses, Malware, and Security**
- 16.1 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.
- 16.2 You are responsible for protecting your hardware, software, data, and other information from internet security risks.
- 16.3 You must not deliberately introduce viruses or other malware, or any other harmful material which is malicious or harmful either to or via Our Site.
- 16.4 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.
- 16.5 You must not attempt to launch or participate in a denial of service attack, a distributed denial of service attack, or any other means.

16.6 By breaching the p
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17. Acceptable Usage of Our

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17.3 If you fail to comply
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- e) Disclose suc
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18. How We Use Your Person

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19. Communications from Us

19.1 If We have your co
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es to Our Site or to these Terms

19.2 We will not send yo

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consent to marketing from Us include an unsubscribe link in <<insert location>>.] If you opt out of emails from Us, it may take some time for your request to take effect and you may continue to receive emails from Us at that time.

- 19.3 For questions or comments about our marketing communications from Us, please contact Us using the details in the footer of our emails.

20. Law and Jurisdiction

- 20.1 These Terms and Conditions govern the relationship between you and Us and shall be governed by, and construed in accordance with, the law of England and Wales.
- 20.2 If you are a consumer, no provision in any mandatory provisions of the law in your country that purports to override or reduce your legal rights under these Terms and Conditions in Part 20.1 takes away from or restricts those rights.
- 20.3 If you are a consumer, any controversy, proceedings, or claim arising out of or relating to these Terms and Conditions or to the relationship between you and Us (whether contractual or otherwise) shall be subject to the jurisdiction of the courts of England, Wales, Scotland, or Northern Ireland, as applicable.
- 20.4 If you are a business, any controversy, proceedings, or claim arising out of or relating to these Terms and Conditions or to the relationship between you and Us (whether contractual or otherwise) shall be subject to the exclusive jurisdiction of the courts of England and Wales.