Terms of Use, Remote Access and User Monitoring Policy

Document Control

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Terms of Use Policy & Remote Access and User Monitoring Policy

Organisation: Whamos Training and Development CIC

1. Introduction

This Terms of Use Policy outlines the rules and expectations for anyone accessing or using the services, resources, digital platforms, or facilities provided by Whamos Training and Development CIC ("we", "us", or "our"). By engaging with our services, you agree to comply with these terms.

2. Acceptable Use

All users (learners, staff, volunteers, visitors) must use our resources responsibly and respectfully. You agree to:

- Use provided materials, facilities, and platforms for educational or organisational purposes only.
- Respect staff, fellow learners, and volunteers at all times.
- Not engage in any illegal, harmful, or disruptive behaviour.
- Use IT resources (e.g. laptops, internet, sound booth) in line with **our Acceptable Use** and **Safeguarding** policies.

3. Access to Systems

Learners and staff may be provided with logins, passwords, and access to specific systems. You must:

- Keep login credentials secure and confidential.
- Not share or misuse accounts.
- Notify staff immediately of any unauthorised access or suspected breach.

4. Privacy and Data Protection

We take data protection seriously. All information collected will be handled in line with UK GDPR. By using our systems, you consent to us collecting and using data as described in our Privacy Policy.

5. Intellectual Property

All materials provided during training (including digital content, documents, presentations) remain the property of Whamos Training and Development CIC unless otherwise stated. These may not be copied, shared, or redistributed without permission.

6. Facility Use

When using our premises, including the training centre and sound booth:

- Treat the space and equipment with care.
- Report any damage or misuse immediately.
- Comply with any specific guidance related to health, safety, and accessibility.

7. Breaches of Policy

Any breach of these terms may result in:

- Temporary or permanent suspension of access to services or systems.
- Disciplinary action (for learners or volunteers).
- In some cases, legal action or referral to authorities.

8. Updates to the Policy

We may update these Terms of Use periodically. All users will be informed of any significant changes.

9. Purpose

This policy outlines the acceptable use of remote access and monitoring systems at Whamos Training and Development CIC. Its purpose is to protect the integrity, confidentiality, and availability of our systems, data, and services.

10. Scope

This policy applies to all staff, volunteers, learners, and third parties who access our systems remotely or use devices, platforms, or services under the control of Whamos Training and Development CIC.

11. Remote Access

- Remote access to our systems is only permitted with prior authorisation.
- Access will be granted based on role and responsibilities.
- Users must connect using secure methods such as VPN or password-protected systems.
- Devices used for remote access must have up-to-date antivirus software and be secure.

12. User Monitoring

- We reserve the right to monitor user activity on our systems to ensure compliance with organisational policies and UK law.
- Monitoring may include logging login times, system access, internet usage, and file access.
- Users will be notified of monitoring practices during onboarding or system access.
- Data collected will be used only for legitimate purposes including safeguarding, data security, and policy enforcement.

13. Data Protection and Privacy

Monitoring activities will comply with the UK GDPR and other relevant privacy laws. Any personal data obtained through monitoring will be processed lawfully, fairly, and transparently.

14. Breach of Policy

Any unauthorised access or misuse of remote systems may lead to disciplinary action, removal of access rights, and in serious cases, legal consequences.

15. Policy Review

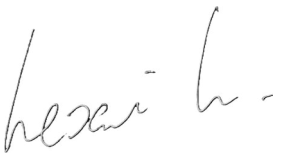
This policy will be reviewed annually or in response to significant changes in legislation or technology.

By accessing or using our services, you agree to the above terms. If you do not agree, you should not continue to use our services.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn	**Alexandra Gager-Liebhart**

Co-Director	*Co-Director*
	

Date of approval: 18th May 2026
Next review: 18th May 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	18th May 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.