

MAYTECH COMMUNICATIONS LIMITED

ACCEPTABLE USE POLICY FOR EMAIL SERVICES

Last Updated May 2007

- 1) Whilst using our services you and your authorised users (hereinafter collectively referred to as “you”) must comply with all applicable laws that apply in the UK and in any other jurisdiction that may be relevant to you. You should remember that the Internet is a global medium and is regulated by the laws of many different countries. Material which is legal in one country may be illegal in another and vice versa.
- 2) You must not, directly or indirectly, upload, download, possess, process, store, transmit, publish, distribute, circulate or otherwise propagate in any way any material that is:
 - (a) Illegal;
 - (b) Grossly offensive or of an indecent or obscene nature or menacing in character or may be deemed to be so;
 - (c) Intended or likely to cause annoyance, inconvenience or needless anxiety;
 - (d) Known by you to be false and misleading.
- 3) You must not infringe the rights of others, including rights of privacy and copyright; an example of this would be sharing without the permission of the copyright owner, protected material such as a music or video file.
- 4) You must not:
 - (a) Intentionally or unwittingly participate in the sending of unsolicited email, bulk or otherwise. This applies to material which originates on your computer system as well as third party material which passes through your system, with or without your knowledge;
 - (b) Send email which has forged header information and you must not attempt to impersonate any other individual or organisation;
 - (c) Send or cause to be sent any emails which cause annoyance, inconvenience or needless anxiety (for example, subscribing someone to a mailing list without their authorisation);
 - (d) Send false messages likely to cause distress or any other material which is distressing, grossly offensive, indecent, obscene, menacing or in any way unlawful
- 5) If you choose to run an SMTP email server, you must ensure that it is configured correctly, so that it only accepts mail from your private domains and authorised users.
- 6) If you use a mailing list to send marketing or similar correspondence, it is your responsibility to keep it up to date and to ensure that all un-subscribe requests are dealt with promptly; failure to do so may result in any subsequent complaints being dealt with in the same manner as complaints of unsolicited mail, bulk or otherwise.
- 7) In certain circumstances we are obliged, under the Regulation of Investigatory Powers Act 2000 and other legislation (both UK and otherwise), to disclose information to the police and other law enforcement agencies and public authorities. Similarly, we have to comply with court orders to disclose information.
- 8) We may operate systems to ensure compliance with our acceptable use policies, including without limitation, network scanning and testing of open servers and mail relays.
- 9) This acceptable use policy will be updated from time to time and is complementary to our contractual terms and conditions.