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<http://www.compactlaw.co.uk/website-standard-terms-and-conditions.html>

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***[Insert Organisation Name and website address]***  
**Terms and Conditions for Use**

These terms and conditions were last updated on *[Insert date]*

**1. Introduction**

**1.1** These terms & conditions set out the terms between you the user and us the website owner.

**1.2** Your use of this website and any service contained within constitutes acceptance of these terms & conditions in full.

**1.3** You should not use this website if you do not accept with these terms & conditions in full.

**2. Customer Information**

**2.1** You should always check that the contact information you provide is correct before creating an account.

**2.2** You are responsible for maintaining your own username and password, where required to access your account. You should ensure that you store your username and password securely and that the details required to access your account are not provided to another party.

**2.3** You are responsible for your account and actions taken within it. If you are aware or suspect that your account username and password or other details have become known to a third party, you should inform us immediately.

**2.4** Our website is only intended for use by adults.

**2.5** We reserve the right to restrict or remove your access to this website where you breach these terms and conditions. Such restriction or removal will take place without recourse or explanation to you where we solely deem it appropriate or necessary.

### **3. Privacy**

We take your privacy seriously. We are registered under and comply with the Data Protection Act 1998. For further details please see our Privacy Policy.

### **4. Customer Complaints**

We endeavour to respond to all complaints or queries within five working days.

### **5. Events outside our control**

We shall not be liable for delay or failure to perform any obligation under these terms & conditions if the delay or failure is caused by any circumstances beyond our reasonable control, including, but not limited to, acts of god, war, civil disorder or industrial dispute.

**Sample document – the remaining are clause headings only  
Full document contains all clauses**

### **6. Licence**

### **7. Copyright**

### **8. User Generated Content**

### **9. Limitations and Exclusions of Liability**

### **10. Indemnity**

### **11. Variation**

### **12. Assignment**

### **13. Severability**

### **14. Waiver**

### **15. Third Parties**

### **16. Entire Terms & Conditions**

### **17. Your Statutory Rights**

### **18. Jurisdiction**

Our contact details are as follows:

*[Insert Organisation name and full address here]*

Email: *[insert]*

Telephone

From within the UK: *[insert]*

International: *[insert]*

Fax

From within the UK: *[insert]*

International: *[insert]*

*[Insert, if applicable]*

Company registration number:

VAT registration number:

***[Insert Organisation Name and website address]***

## **Privacy Policy**

Last updated *[Insert date]*

### **1. Data Protection Act 1998**

### **2. Our Services**

### **3. Data Protection Register**

### **4. Required Period**

### **5. Data Storage**

### **6. Email Updates**

### **7. Our Promise**

### **8. Data Shared With Partners**

### **9. Email Options**

### **10. Partner Privacy Policies**

### **11. Spam**

### **12. Product Updates**

**13. Email Content**

**14. Cookies**

**15. Contact Us**

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