

# Swindon U3A Cloud Administration System (SUCAS)

## Terms of Use

### Definitions and Environment

1. Swindon U3A is a charity registered with the Charity Commission.
2. The Swindon U3A Cloud Administration System (abbreviated to SUCAS) is a computer system operated over the internet to support the operation and administration of the Swindon U3A.
3. SUCAS is hosted by a commercial shared hosting system located in the UK, which also stores the data.
4. The term computer below is used to refer to any computing device that supports an appropriate web browser that can access SUCAS. The computing devices include, but are not limited to, a PC, laptop, tablet, phone, TV.
5. These terms of use should be read in conjunction with the Privacy policy, Cookie Policy and Data Protection Policy.

### Terms of Use

1. Only current Swindon U3A members, already on the SUCAS database, can register for an on-line SUCAS account to access the membership facilities of SUCAS.
2. Session cookies must be enabled to use a SUCAS account. A cookie is used to identify a member's session via a unique randomly generated string.
3. Access to data within a SUCAS account is controlled by the member's name, membership number, password and the authorised role(s) within Swindon U3A allocated to the member.
4. Authorised roles within Swindon U3A are defined and allocated by the Swindon U3A Management Committee, which is elected at the AGM.
5. It is the members' responsibility to ensure that their password is of sufficient strength and to keep it secret from others.
6. Members who do not create a password of sufficient strength may be refused registration for a SUCAS account or have their account suspended.
7. On any computer used by a member to access SUCAS, it is the member's responsibility to ensure that suitable security measures have been taken to keep that computer free of viruses and other malware which might enable unauthorised access to SUCAS.
8. It is a member's responsibility to ensure that they are operating over an encrypted link (display of padlock and/or https: for the website address) when using the members' area of SUCAS.
9. Members should not allow anyone else to use their SUCAS account.
10. Browsers can save logon details including passwords. All computers owned by the member to access SUCAS, must use an appropriate access lock to prevent any other person accessing the computer and logging on to SUCAS using any logon details saved on the computer.
11. When using a SUCAS account on a computer not belonging to the member, e.g. in a library or training session, members must use the 'In Private mode' (Edge, IE), 'Incognito' (Chrome) or equivalent, ensure that form history is not enabled to prevent logon data being saved and delete all Swindon U3A data prior to leaving the computer.
12. Members should always logout of their account when finished.
13. At the start of a new Swindon U3A year, members will have a grace period of two months from the start of the new year in which to renew their membership. After this grace period, their SUCAS account will be suspended.
14. Members have the ability to enter data directly into the system. Depending on their authorised role, some of this data may be visible to the public and some may be visible to groups of members.
  - a. must obey the *Privacy Policy* with regard to the publishing of e-mail, phone and address data that may be visible to the public or other members.
  - b. must not use language or post links to material within any of the facilities provided in SUCAS that is deemed to be abusive, offensive or may bring the U3A into disrepute. The Management Committee reserves the right to remove any such language or links and will be

the final arbiter in such circumstances. Further sanctions may be applied to any members indulging in such behaviour.

- c. are responsible for any content that they publish in **SUCAS**.
- 15. Swindon U3A takes precautions to protect personal data held within **SUCAS** but is not responsible for the consequences of any unauthorised access to that data.
- 16. The Swindon U3A Management Committee reserves the right to suspended or delete the account of any member found to be contravening these Terms of Use, the Privacy Policy or Data Protection Policy.
- 17. These *Terms of Use* may be changed to comply with changing circumstances, best practice recommendations or regulation. Members will be notified of changes.