



## Fair Use Policy (FUP)

This Fair Use Policy sets out the rules for using Sycous' web portals "Portal", including Mabdeck. By accessing or using any provided Portal, you agree to comply with this Policy. If you do not agree, you must not use the Portal.

This FUP is provided to ensure the Portal is used in a legal, secure and responsible manner.

### Policy Application

This policy applies to all Portal users, including Clients, End Consumers, End Users, Permitted Users, User Administrators and any other authorised user.

### User Responsibilities

As a user of the Portal, you must:

- Only use the Portal for lawful purposes
- Only use the Portal for permitted purposes in line with User Guide and contractual agreements
- Keep your login details secure and confidential
- Do not share your login details, or permit use by others
- Ensure information you provide is accurate and up to date
- Comply with all relevant UK laws, including data protection and intellectual property legislation.

### Prohibited Activities

Under this FUP you must not:

#### *Security Violations*

- Attempt to gain unauthorised access to the Portal, accounts, data, or systems
- Probe, scan, or test the vulnerability of the Portal or related infrastructure
- Circumvent authentication, security, or access controls

#### *Illegal or Harmful Use*

- Upload, share, or transmit any material that is defamatory, abusive, harassing, discriminatory, hateful, harmful, or otherwise unlawful under UK law
- Upload malicious software such as viruses, ransomware, spyware, or other harmful code
- Use the Portal in a way that breaches the Computer Misuse Act 1990

#### *Misuse of Data*

- Access, collect, store, or share personal data in violation of the UK GDPR
- Share confidential or proprietary information without permission
- Harvest or scrape information from the Portal without authorisation

#### *Intellectual Property Violations*

- Upload or share copyrighted content without permission
- Infringe trademarks, patents, or other intellectual-property rights



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- Use the Portal for unauthorised distribution or copying of protected works

#### *Disruption or Abuse of Services*

- Conduct activities that degrade or impair Portal performance
- Engage in spamming, excessive automated requests, or denial-of-service behaviour
- Use the Portal to advertise or promote products or services without authorisation

#### **User Generated or Provided Content**

Where the Portal allows you to submit information and content, you must ensure that:

- You have the right to share the content or information
- The content is lawful and appropriate
- The content does not violate the rights of others.

Sycous may remove content, your access and report content that breaches this Policy.

#### **Account Security**

In accessing, or having access to a Portal, you must ensure the security of your access and the Portal, including:

- Only using strong and unique passwords
- Not sharing your account or login details to allow others to use your login
- Notify Sycous immediately if you suspect unauthorised access or a security incident

#### **Monitoring**

Sycous will take steps to maintain the security, compliance and quality of the Portal, which may include:

- Monitoring any user activity
- Log access, usage patterns and security events
- Review content and communications where legally permissible

All monitoring activities will be carried out in accordance with UK law, including UK GDPR and Data Protection Act 2018.

#### **Enforcement**

If you breach this Policy, or this Policy is breached by a user you have permitted access, Sycous may:

- Issue a warning
- Suspend or terminate access or login credentials
- Remove or restrict access
- Report unlawful activity to the relevant authorised authorities
- Pursue legal action or compensation, where appropriate.

#### **Reporting Misuse**

If you become aware, or suspect any breach of this FUP, security concern or misuse of the Portal you must report it immediately to:

- Data Protection Officer, [dataprotection@sycous.com](mailto:dataprotection@sycous.com).
- In an emergency you may contact 0113 360 4776



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### Review and agreement

This policy is agreed by the board of Sycous who agree to review this policy and arrangements on an annual and more frequent basis, as necessary, to maintain our commitments.

Signed

A handwritten signature in black ink that reads "M. T. Hall".

Matthew Hall (Responsible Director)

Date

20th July 2025



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