

## User Area Agreement

All users of the Juniper Tree User Area must agree to the following conditions.

### Access to Data in the User Area

- ⊕ Users must agree that they will not copy, modify, reproduce, republish, sub-license, sell, upload, broadcast, post, transmit or distribute any of the materials (including presentation, videos, handouts and case studies) without the prior written permission of Juniper Tree Therapy Ltd
- ⊕ Users must agree that they will not record or duplicate video or audio footage from the User Area by phone, videoconference or other means
- ⊕ Users must agree that they will not save any videos to their personal or work device without the prior written permission of Juniper Tree Therapy Ltd
- ⊕ Users must agree that they will not share materials with anyone or use the materials in the provision of any other course or training delivered by themselves, or a third party
- ⊕ Users must agree that they will not remove any copyright or other notice of Juniper Tree Therapy Ltd from the materials, without the prior written permission of Juniper Tree Therapy Ltd
- ⊕ Users must agree that they understand that documents may contain material of a confidential nature and that they are personally responsible for maintaining that confidentiality. No confidential information must be discussed with anyone outside of Juniper Tree Therapy

### Uploading Data

- ⊕ Users must agree not upload any unauthorised, inappropriate or harmful material
- ⊕ Any written, photographic, video, or audio files uploaded by the user must be done only with the consent of all individuals included (with written Parental Permission where appropriate). For example, if there is reference to another child in a form, or if a child is featured in a video, parental consent must be provided. Data will be stored and processed in accordance with the **Privacy, Data Protection and Protection Policy**

### Best Practice for your User Area

- ⊕ Users should ensure that they are in a private area when logging on to the User Area
- ⊕ Users should change their password every 30 days. You can follow advice here on choosing a secure password
- ⊕ Users shouldn't allow any computer to automatically store their password, unless they are logging in from their own computer, to which no one else has access
- ⊕ Users should not share their password with anybody else