

Dellam Corporate Information Limited

Terms and Conditions

The term 'Dellam Corporate Information Limited', 'us' , 'our' , 'ours' or 'we' refers to the owner of the website whose registered office is 2 Heath Drive, Sutton, Surrey, SM2 5RP. Our company registration number is 3897377, registered in England and Wales. The term 'you' refers to the user or viewer of our website.

Welcome to our website.

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy and confidentiality policy govern our relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

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Business E-Mail

Any email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent ours.

If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact us if you believe you have received an email in error.

Acceptable internet use policy

Use of the internet by our employees is permitted and encouraged where such use supports the goals and objectives of the business.

However, we have a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains our property. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Monitoring

We accept that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of our internet-related resources are provided for business purposes. Therefore, we maintain the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Agreement

All company employees, contractors or temporary staff who have been granted the right to use our internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

Changes to this policy

Last updated: Friday, 2 December 2022.