

# Use of Armstrong Watson Portal

You are responsible for keeping your username and password confidential and not disclosing them to anyone else.

You are solely liable for the content and legality of any information or documents that you share with us through the portal.

If you wish for additional individuals to access your portal, please contact your main AW contact. You must notify us immediately if any of your authorised users leave your organisation or no longer require access to the portal so that we can deactivate their account.

We will make every effort to ensure that the portal is always available, but we do not guarantee that it will be uninterrupted or error-free. There may be occasions when the portal is unavailable due to maintenance, updates, or technical issues beyond our control. In such cases, we will try to restore the service as soon as possible, but we accept no liability for any loss or inconvenience caused by the unavailability of the portal. You are responsible for ensuring that your computer systems are updated and meet Microsoft's minimum hardware / software specification for SharePoint Online. We will not provide support for your computer systems or software used to view or edit documents shared with you.

You agree to use the portal for its intended purpose and not upload or transmit any material that is illegal, offensive, abusive, defamatory, obscene, fraudulent, deceptive, or contrary to any laws or regulations. Any such activity may result in the suspension or termination of your access to the portal and legal action may be taken against you.

We take every care to ensure that all the files that we provide or receive through the portal are virus-free and secure. However, it is your responsibility to scan all files before opening or downloading them and to use appropriate antivirus software on your devices. We accept no liability for any loss or damage caused by viruses or other malicious software that may infect your computer systems or data as a result of using the portal.

You are responsible for keeping copies of any documents that you upload or download through the portal for your own records, as we do not guarantee their permanent availability on the portal. We may remove or archive any files that are outdated, irrelevant, or in breach of this policy at any time and without notice. All documents are subject to the Armstrong Watson Data Retention Policy.

If you cease to be a client of Armstrong Watson, your access to the portal will be terminated within 30 days of the end of our engagement. You must download and save any files that you need before your account is deactivated, as we will not be able to retrieve them for you after that.

If you encounter any difficulties or issues with the portal, please contact your AW office or the partner/manager you work with.

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