



Agreement

Our responsibilities

We will

- provide you with a website of 15 pages (additional pages may be requested for which an additional charge will be made)
- issue you with an invoice for your fee annually
- provide initial training for your nominated administrator in how to update the site
- provide you with a password to allow you to update your site, access administration facilities and contribute to the events diary etc.
- provide 4 weeks notice of termination, except in cases when breach of this agreement necessitates immediate termination.
- Promote and ensure the continuous development of the portal
- Consult with users regarding the on-going development of the portal

Your responsibilities

You will

- pay the appropriate annual fee on time.
- appoint site administrators
- keep your site up-to-date
- contribute to the events calendar
- ensure that your site does not breach current laws and regulations e.g. data protection
- not use the site for purposes that might cause offence to others
- maintain the security of your site by keeping your password secure at all times
- provide 4 weeks notice if you wish to remove your site from the portal
- comply with guidance issued regarding document size, image publication etc.
- Advise the portal administrator immediately of any problems
- Adhere to the acceptable use policy

We reserve the right to

- Amend alter or remove the information or material placed or published by you if we consider that such information is inappropriate.
- Terminate with immediate effect, your use of the portal if we consider that your usage is inappropriate.

Signed on behalf of (organisations name): _____

Signed: _____ Position held: _____ Date: _____

Signed on behalf of Orkneycommunities Portal: _____ Date: _____