

Huddle Conditions of Use

By accepting an invitation to a Huddle Workspace all users acknowledge and are bound by the stipulations set out by Huddle, as specified below:

- Terms and conditions
- Privacy statement

This document also sets out the obligations and restrictions for users of the FC Huddle workspaces. It defines and clarifies details that relate specifically to government information and provides reminders of the pitfalls of mismanaging information.

Following these conditions of use will help you avoid embarrassment, being barred from the site, or in the very worst case, legal action or criminal prosecution.

Workspace Management

Registration

Responsibility for ensuring a user should be accepted in to a workspace rests with the Workspace Manager. As a user of this Workspace, you undertake that all details and representations you provide to the Workspace Manager for the purpose of registering are correct.

If for any reason you have not complied with these requirements, the Workspace Manager may revoke your access to FC workspaces with immediate effect.

Access rights

Access to some material may be restricted by access permissions. For further information on users and permissions you should refer to the Workspace Manager. The Workspace Manager can provide you with a list of users that would have access to the material that you might contribute. Documents subject to access permissions should not be shared outside the designated group without the permission of the Workspace Manager.

INFORMATION MANAGEMENT

Data handling

All information must be treated with respect; it is easy to unwittingly (or carelessly) place something on a site that causes problems relating to libel, decency, copyright, privacy or your personal reputation.

While this applies to any website or other publishing medium, additional factors apply that are specifically to government, and therefore to the FC Huddle workspaces, including:

- The Freedom of Information Act 2000 (FOIA)
- The Environmental Information Regulations 2004 (EIRs)
- The Data Protection Act (DPA)
- Other relevant law (Computer Misuse Act, Regulation of Investigatory Powers Act, etc).

For Government Users

- All Government information that is stored on FC Huddle workspaces must not have a protective marking.
- Government information that should be classified as Restricted or at a higher level of security classification must NOT be stored on FC Huddle workspaces.
- Personal data must NOT be stored on FC Huddle workspaces

For FC staff guidance on what is protectively marked material can be found on the FC Intranet.

Although access to Workspaces within the system is restricted to invited members, it is important that you are aware that theoretically, it is possible for the system to be exposed by hackers, or for another member to deliberately or inadvertently release information held on it. The workspaces are also still subject to information and data handling laws.

Release of information

All information held on the Workspace will be considered to be held by FC for the purposes of the FOIA and the EIRs, regardless of who has added it to the Workspace, and may be released to others and thus placed in the public domain if FC receives a request for that information, subject to any exemptions which may apply. As part of its consideration of whether to release documents, we will, where relevant, consult the appropriate collaborator about what harm or prejudice, if any, might result if the information is released.

Under the code of practice for FOI and Public Records Act legislation the information could be selected for preservation and transferred as a record to The National Archives for permanent retention.

Copyright

All users of Huddle must comply with Copyright Law when saving or uploading documents or material to sites. You should not under any circumstances save material to a Huddle workspace unless copyright is held by you or your organisation or permission has been specifically granted by the copyright owner. All users should be aware that documents or material, which is not owned by the Crown (Crown Copyright) and which has been uploaded to Huddle sites, with permission

from the copyright owner, could be saved to other FC systems for business purposes. Copyright owners when uploading their documents or material to Huddle are therefore also giving FC permission to save this material to its systems. All users should ensure that material (eg documents, images, photographs etc) from external websites (non-Crown Bodies) should not be saved or uploaded to Huddle. Links to material and documents from external websites should be provided from Huddle workspaces.

These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

For comments or queries about these terms and conditions please contact your Workspace Manager.