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3. Code of Conduct

3.1 If we grant you administrator rights to create, manage and delete new User accounts at your Recognising Organisation, you agree to monitor the Users within your Recognising Organisation and delete User accounts when Users have left the Recognising Organisation or no longer require access to the Service for the Purpose.

3.2 You agree not to use the Service for any purpose other than the Purpose (or, if you have administrator rights, additionally to set up and manage User accounts) and in particular not to disclose any confidential candidate test details or other confidential information which you have knowledge of through your use of the Service to any person except as required in relation to the Purpose.

3.3 Cambridge reserves the right to prevent access to the Service by you without notice and at its sole discretion.

3.4 If accessing any part of the Service, you agree:

a. to ensure that any details which you supply to us through the Service are accurate and to let us know promptly if any of the details which you have supplied to us about you change;

b. to keep your username and password for access to the Service confidential, and
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Terms of Use, Data Protection and Privacy Statement

to be responsible for any loss or damage resulting from use of your username and password by any third party;
c. not to use the Service in such a way that disrupts, interferes with, or restricts the use of the Service by other third-party Users;
d. to ensure that any materials uploaded, displayed, or transmitted by you through or to the Service are not false, offensive, defamatory, threatening, obscene, unlawful and do not breach or infringe the rights of any person anywhere in the world and you waive any moral rights in respect of any such materials;
e. not to reverse engineer, decompile, copy, or adapt any software or other code or scripts forming part of the Service nor attempt to transmit to or via the Service any information that contains a virus, worm, trojan horse, or other harmful or disruptive component;
f. not to send ‘spam’ email or any unsolicited correspondence to any addresses made available on the Service;
g. not to change, modify, delete, interfere with or misuse data contained on the Service entered by or relating to any third-party User of the Service; and
h. to follow any reasonable instructions that may be provided through the Service in relation to the use of the Service and/or the interpretation of the information (or lack of information) obtained from it.

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3.6 You shall ensure that you notify Cambridge of any changes to third-party systems which receive data through the Service before permitting them to access or otherwise use the data.

3.7 You shall not intentionally or negligently lose, alter, misuse, or otherwise compromise in any way the Service, the information made available through the Service, or the password supplied to you.

3.8 You should satisfy yourself that you have appropriate protection against computer viruses, worms, trojan horses or other items of a harmful or destructive nature whilst using the internet, and that your connection to the Service is secure.

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7. Contacting Us
7.1 Any comments or questions about these Terms of Use may be sent to us by emailing helpdesk@cambridgeenglish.org or writing to us at Shaftesbury Road, Cambridge, CB2 8EA, United Kingdom.

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The Recognising Organisation agrees that it is Data Controller, as defined in GDPR, for data which is provided to it for the purposes of results verification, and for any additional uses which are made of this data.

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In order for Users to access the Service and to gain the full benefits of the Service we need to collect and process various personal data. The personal data we collect is used to process your request for access to the Service and to provide the Service. We also keep records of those who use the Service so that we can contact Users and inform them of other Cambridge services that become available, and which might be of interest to them. Users may opt out of receiving such contact by emailing us at recognition@cambridgeenglish.org
We may also need to contact you at times we need to divulge important information to your organisation.

Disclosure of information to third parties
We will not disclose Users’ information to any third parties, unless we are required to do so by law or any court order, or the User consents to such disclosure.

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This Service and our computer systems have security measures in place with the aim of protecting the loss, misuse or alteration of the information Users provide to us.

Modifying / removing your personal information
Users may change their registered details in any way or request that their personal data is removed from our systems or request a copy of their personal data which we hold by emailing us at privacy@cambridge.org

Comments / questions
Any comments or questions about this Data Protection and Privacy Statement may be sent to us by emailing privacy@cambridge.org or writing to us at Shaftesbury Road, Cambridge, CB2 8EA, marking the letter for the attention of the Privacy Team.