

## Terms and Conditions for Admin Users

1. SkillGuard for Utilities is a system used in the Utilities sector for managing the workforce in relation to their skills, competency, qualifications and other information, providing real-time authority to work on site. The Intellectual property rights for the software platform that comprises SkillGuard for Utilities belongs to Causeway Technologies Ltd. Under this agreement you are not given any rights in or to the software, but you are given a non-transferable non-exclusive licence to use the system. This licence is revocable and, without limitation, shall be immediately and automatically revoked should your employment terminate or your employer no longer be permitted to use SkillGuard for Utilities for whatever reason, and, at the discretion of the SkillGuard for Utilities system administrators, your access to enter data into the system may be terminated at any time. By accessing the software and database you agree to:

- 1.1. Take due care to ensure only accurate information is put into the system;
- 1.2. Keep a secure username and password for the use of SkillGuard for Utilities and not to share it with anyone else;
- 1.3. Comply with all relevant data protection legislation including the Retained Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act 2018 and any relevant privacy notices and/or safeguarding documentation (such as appropriate policy documents);
- 1.4. At all times ensure the physical security of electronic devices you use to access SkillGuard for Utilities (this is especially significant for laptops and other portable devices);
- 1.5. Notify your employer immediately upon any unauthorised use of your password or any other breach of security.
- 1.6. Not use SkillGuard for Utilities or access the data in it for any purpose other than that legitimately authorised by your employer
- 1.7. If you become aware of any inaccuracy, error, omission or problem with the data contained within SkillGuard for Utilities and/or SkillGuard for Utilities itself, you shall promptly correct this or, where you cannot correct it, report it to the helpdesk via the chatbot support function. Such problems could, for example, include being able to view data which does not pertain to your employer or your employer's activities
- 1.8. Treat all data within SkillGuard for Utilities relating to individuals as confidential and not disclose it directly or indirectly to any third parties without the prior written authorisation of your employer and in accordance with any applicable data processing agreement, data sharing agreement or privacy notice.

2. You acknowledge and agree that all actions taken by users of SkillGuard for Utilities are logged and will be subject to audit.