



## SITE POLICY

Last Updated: 12<sup>th</sup> January 2011

Please read this site policy carefully before creating your e-MTS account. By creating an account you agree to be bound by this site policy. e-MTS is provided for customers of MTS and accounts set up by non-authorized persons will be deleted.

Logs of all user activities in e-MTS are maintained and will be used to ensure that users adhere to this policy. Your account may be disabled if you breach the terms of this agreement.

In this policy MTS means:

Mourne Training Services  
14 Burren Road  
Warrenpoint  
Co. Down  
BT34 3SA

### **1. COPYRIGHT**

All training materials provided in e-MTS are protected by copyright. You may not modify, copy, reproduce, re-publish, upload, post, transmit or distribute in any way any of the e-MTS training materials. Documents which are provided as printable resources are in pdf format. You may print reasonable numbers of copies of these resources for your personal use.

Note that all user activities are automatically logged by the e-MTS administration system. Any unauthorized use of the training materials is strictly prohibited and will constitute an infringement of MTS copyright.

### **2. SECURITY**

Creation of an e-MTS account is either performed by MTS, where the username and password are supplied to the user, or by self enrolment, where the user sets up an account based on their email address. For UTrain customers only the email address must contain the

company domain name. UTrain accounts will be deleted which are set up using an email address containing domain names including, but not limited to, the following: Hotmail; Yahoo; Gmail; etc.

You must keep your user name and password confidential as you will be responsible for all activities that occur using your details. Your access to e-MTS is non-transferable and may not be used by, or transferred to, another person. MTS reserves the right to require you to alter your username and password if we believe that they are no longer secure.

When you register for an MTS course or UTrain you may be provided with a 'key'. This is a special password used for enrolment in your e-MTS classroom the first time you enter it. The key is confidential and should not be passed on to any third party. Unauthorised accounts will be deleted.

### **3. ACCESS TO E-MTS**

e-MTS requires access to the internet. A broadband speed of approximately 1 mega bytes per second (mbps) is sufficient to play the training videos, which use a Flash player. The protocols in the IT networks of some organisations restrict the use of Flash. MTS does not take responsibility for the broadband speed at the user's site or the IT protocols which are put in place by the user's organisation IT group.

MTS takes responsibility for ensuring that the e-MTS site is accessible to our customers as required. We shall not be responsible to you in the event that we cannot provide access to e-MTS due to an event beyond our reasonable control, which includes (but is not limited to) events such as: fire, flood, storm, strikes or other industrial action, failure of telecommunications services, war, riot or the actions of any government or public body. In the event that we are prevented from providing access to e-MTS by such an event, we will take all reasonable steps to try to reinstate access to you as soon as is reasonable possible.

### **4. PRIVACY & COMMUNICATION**

The information collected at the time of creating an account is retained by MTS for the purposes of maintaining the e-MTS account. There are no circumstances under which this information may be passed on to a third party.

All e-MTS account holders are automatically subscribed to the MTS e-newsletter, *Analyse This*. The newsletter provides a training and learning resource for all scientists working in pharmaceutical analysis and includes articles and free resources relating to current and developing technologies in analytical instrumentation and techniques. It is sent out to subscribers monthly. (The editions for July/August and December/January are combined.) Users can unsubscribe at any time if they so wish.

When you enrol in your e-MTS classroom you will automatically receive emails from MTS concerning any important information, e.g. recent addition of resources, relating to your classroom. These emails will be sent as required and will not normally be very often, typically less than 1 per month. You can unsubscribe from this service but it is not recommended.

## **5. THIRD PARTY LINKS**

We may provide links to third party websites from time to time. MTS accepts no responsibility or liability for the content of that website. Any link is not intended to be, nor should be construed as, an endorsement of any kind by us.

## **6. SUPPORT**

All e-MTS customers can request assistance using the e-MTS help form. A link to the form is provided on the e-MTS home page and also in all e-MTS classrooms. The help form may also be accessed through the MTS website at: [www.mournetrainingservices.co.uk/help.html](http://www.mournetrainingservices.co.uk/help.html).

## **7. UPDATES TO TERMS & CONDITIONS**

MTS reserves the right to alter this site policy from time to time. Account holders will be notified of changes to the policy. The updated version will be effective as soon as it is uploaded to the e-MTS website. The date of the most recent update is provided at the top of the first page of this document.

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