

# AUSA G-suite Terms & Conditions



Aberdeen University Students Association (AUSA) provides all societies, sports clubs, and student groups with an AUSA email or G-suite account. G-suite is a cloud tool for organisations comprised of Gmail, Calendar, Drive, and Keep among others, that enables collaboration and facilitates the flow of information. This document contains information regarding the terms and conditions of this service that by accessing the email you automatically agree to the below terms and conditions:

1. The prime purpose of the G-suite account is for use by the president and committee of the AUSA affiliated student activity and access should only be given to other members of your committee who have also read and understand the below terms and conditions.
2. The account should be used for:
  - a. Official Student Activity activities
  - b. Receiving official communications from AUSA
  - c. All room booking activity
  - d. Storing and sharing important documents for the Student Activity
3. The account shall not be used for:
  - a. Conducting unlawful activities.
  - b. Commercial purposes (setting up and/or running business venture)
  - c. Inappropriate and/or offensive content
  - d. A false or negative representation of AUSA and/or University of Aberdeen
4. In order to ensure safety, users should take all the necessary precautions in order to protect 3<sup>rd</sup> party access to their account. Mainly:
  - a. Be aware that protecting login details to the account is the committee's responsibility.
  - b. Be cautious when sharing login details with other committee members.
  - c. Do not share login details with individuals who are not committee members.
  - d. Ensure that the account is accessed from secure, virus-free devices.
  - e. If at any point you feel the account may have been accessed by anyone that should not be accessing the account, you will email AUSA to have the password reset.
5. AUSA maintains the right to withdraw access to the account when it has a reason to believe terms and conditions have been breached or any other reason as AUSA remains the owner of this account.
6. All those accessing the site need to be aware of and comply with GDPR regulations. Data must be kept safe.
7. If AUSA finds that any terms and conditions have been broken, it will be at their discretion to follow a disciplinary policy for an individual or a society.

If you have any questions, please do not hesitate to contact us via email on [ausa@abdn.ac.uk](mailto:ausa@abdn.ac.uk).