

## Terms of use

Welcome to [www.steevie.org](http://www.steevie.org). This website is operated by Aspirations ("us", "we", "our"). We are a Community Interest Company registered in England and Wales under company number 09943142. Our registered office is located at 18a Lambolle Place, London, NW3 4PG.

When you use our website, you agree to follow these terms of use. If you don't agree with these terms, please do not use the website. We recommend keeping a copy of these terms for your reference. Please check back regularly for updates as these terms of use may change in the future. These terms were last updated on 28 February 2023.

If you have any questions regarding the use of our website, please email [steevie@aspirations.org](mailto:steevie@aspirations.org).

### We have other terms that may apply to you:

- Our [Privacy Policy](#), which describes how we collect and handle your personal data and our information practices.
- Our [Cookie Policy](#), which sets out information about the cookies on our site.

Please read these terms of use in conjunction with these other terms.

### Important Information:

1. **Changes to the Site:** We may update or modify the website occasionally to improve it or for other reasons (for example, we may change the content, design or layout).
2. **Fees:** Use of our website is currently free of charge. We will notify you in advance of any charges that apply to the services that we may supply through the website ("**Services**").
3. **Availability:** We will endeavour to keep the website available continuously but there may be times when it is unavailable, for example, for business reasons or for essential or planned maintenance or if it is unavailable because of an event beyond our reasonable control. We'll try to give you as much notice as practicable in such cases and will try to keep any periods of unavailability to a minimum.
4. **Your Responsibility:** If you use our website, you are responsible for making sure that anyone using your internet connection is aware of, and follows, these terms.
5. **Transfers:** We might transfer our rights and obligations under these terms to another organisation. If that happens, we'll let you know in writing, and it won't affect your rights.
6. **Keep Your Account Secure:** If you have a user identification code, password, or any other security information, please keep it confidential and don't share it with others. Let us know if you suspect any unauthorised access. If you don't comply with our terms of use, we might have to disable your user identification or password.

### For Organisation Admins Only:

7. **Right to Access the Platform:** By registering to use the Steevie platform ("Platform"), you confirm that:
  - a. you are aged 18 or over
  - b. the information you give about your identity and affiliation with the organisation you claim to represent ("Organisation") is correct,
  - c. you are authorised to register on behalf of the Organisation, and
  - d. that you are accepting (and entitled to accept) these terms of use on behalf of the Organisation.

8. **Organisation Admin Permissions:** As an Organisation Admin, you may nominate personnel from the Organisation and/or Mentors (as described below in the 'For Mentors Only' section) to register on the Platform. You may also remove such personnel and/or nominated Users/Mentors from the Platform. All Users/Mentors should be aged 18 or over.
9. **Acknowledgement of Responsibilities:** If the Organisation in respect of which you are an Organisation Admin ceases to exist or otherwise deregisters from the website, your roles and responsibilities as an Organisation Admin will continue until the account is closed. You agree to use all reasonable endeavours to continue to perform your roles and responsibilities as an Organisation Admin until the account is closed. Should you decide to leave the Organisation, you agree to notify us promptly in writing of the identity of the person appointed to fulfil that role in your place. Should your Organisation decide to deregister from the website, you agree to notify us promptly in writing of that decision and we will offer every assistance to remove your Organisation from the platform.

#### **For Users Only:**

10. **Right to Access the Platform:** To register to the Platform, you will be aged 18 or over and required either to upload evidence of a diagnosis of an autism spectrum difference ("ASD") (for example, a medical letter) or complete an online assessment that is designed to reveal your predisposition to an ASD. This information will be retained only for so long as needed to determine your eligibility to use the Platform. We provide further information on how we collect, retain and delete this information in our Privacy Policy.
11. **Mentor's Consent:** By providing the details of your chosen Mentor, you confirm that you have obtained their consent for us to contact them with a sign-up link for the Platform.
12. **Mentor's Access:** We will not share any of your personal information with the Mentor without your specific consent. Mentors will only access information as authorised by you.
13. **Right to Remain on the Platform:** If you are removed from the platform by an Organisation Admin, you will be entitled to opt-in to remaining on the Platform, via an email notification.
14. **Content Uploaded by Users:** As a User, you may upload content to our Platform, such as on discussion boards, chat rooms or bulletin boards. **We don't verify or approve this content, Users are solely responsible for any information submitted to the Platform and for ensuring that all information supplied is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice.**

#### **For Mentors Only:**

A Mentor is any individual nominated by a User or Organisation Admin to register on the Platform. Mentors may not register or use the Platform without such nomination and they shall not be entitled to self-nominate.

15. **Limited Services:** As a Mentor, your access to the Platform and Services is limited according to the permissions that the User or Organisation Admin grant you. The User or Organisation Admin has the sole and absolute discretion to decide what permissions they grant and what information they wish to share with you on the Platform. Any permissions granted or information shared may be withdrawn at any time.
16. **Permission-Based:** When you register as a Mentor on the Platform, you acknowledge that your access is contingent on the permission from the User or Organisation Admin. Once such permission is withdrawn, you will lose access to some or all of the Platform and/or the Services.
17. **Confidentiality:** All information on the Platform is confidential, and you agree not to use it for any purpose other than what the User has specified or share it with anyone else without the

explicit advanced written consent of the User. If you are removed from the Platform by an Organisation Admin or user, you shall not be able to opt-in to keep that account.

18. **Data Sharing:** The User may invite you, as a Mentor, to view (and review) their CV, Personal Statement and list of Reasonable Adjustments or any combination of these. You agree not to make or retain a copy of any such information that the User shares with you, whether in the form of a screenshot or otherwise. If and to the extent that the User shares their personal data with you to enable you to offer your support as a Mentor, you will be a controller in respect of any personal data that you view/review. You agree to process that personal data in accordance with all applicable data protection laws and solely for the specified processing purposes.

## **All Parties Terms of Use (Users, Mentors & Organisation Admins)**

### **Using the website and Platform:**

19. **Terms of use govern:** Each time you access or use [www.steevie.org](http://www.steevie.org), you are deemed to accept these terms of use. If you fail to comply with these terms, or any other applicable terms or policies, we may suspend or terminate your account.
20. **Accuracy:** We do our best to ensure that the information on [www.steevie.org](http://www.steevie.org) is complete and accurate but do not guarantee that all the information is correct. Some information is supplied to us by third parties and we are unable to verify the completeness or accuracy of that information.
21. **Permitted use:** You should only use this website and Platform for lawful purposes, when seeking or providing employment or career advice.
22. **Data Retention:** Where a User supplies any information to you on the Platform to enable you perform your role as a Mentor or Organisation Admin, you agree only to keep the personal data for as long as it is necessary to fulfil the intended purpose. Once the purpose for using the personal data has expired, you must destroy the personal data promptly.
23. **Information provided by you:**
  - a. We will use the information provided by you to aid the recruitment process and any associated administrative functions. This involves us processing and storing information (including, but not limited to, sensitive personal data) and making available online such information to Mentors and Organisation Admins. However, we will only share such information in accordance with the permissions that you have set, which you are free to adjust at any time.
  - b. We may collect, aggregate and anonymise data (including personal information) from the information you supply, to help us better understand our users as a group, so that we are able to provide a better service. We may also share such aggregated, anonymised data ("**Aggregated Data**") information with third parties, without disclosing names or identifying information. You consent to our deidentifying and using the personal information provided by you for these purposes. You may withdraw your consent at any time.
  - c. We will process any data which you provide in completing the online registration forms and any further forms, assessments or personal details which you complete or provide to us when using this site in accordance with UK data protection legislation. We explain more about your personal data in our Privacy Policy.
24. **Compliance with the law:** You agree to use the website and Platform in strict compliance with all applicable laws, rulings and regulations and shall take no actions which would cause us to be in violation of any applicable laws, rulings or regulations.

25. **Copyright:** All the content on our site, including text, images, and videos, is protected by copyright and other intellectual property laws. We own or are the licensee of all intellectual property rights in respect of the website, the Platform and materials published on them. You may print or download pages for your personal use but you may not modify or use them commercially without permission. You should always acknowledge that we are the authors of the materials (except where the content is generated by other users), whenever you share them with others.
26. **No Text or Data Mining:** Don't perform text or data mining or web scraping on our site. In short, it includes using automated devices, programs, tools, algorithms, or codes (such as "bots" or "robots") to use and analyse our site. These activities are prohibited.
27. **General Information Only:** The content on the website and Platform is for general information and should not be considered professional advice. You must consult experts before making any decisions based on information provided by us.
28. **External Links:** We may link to other websites, but we are not responsible for their content, and they don't represent our views. Any links provided are for information purposes only and we haven't verified them. Be aware that once you leave our website, our terms no longer apply, and you should review the terms of the linked website.
29. **Passwords and Security:** A user name and password are required to register with this website and sign in. You are responsible for the proper use and security of your password, which must be kept confidential at all times, and should not be disclosed to anyone else. You should notify us if you believe that your password has been used by someone else in an unauthorised way. We accept no liability for improper or unauthorised use or disclosure of any password.
30. **Termination:** We are entitled to terminate your registration and/or deny you access to the website at any time in our absolute discretion and without any explanation or notification.
31. **Liability:**
- a. We do not exclude liability for death or personal injury caused by our negligence or any other liability that cannot be excluded or limited by law.
  - b. Except as set out above, we do not accept any liability for any loss, whether direct or indirect, arising out of or in connection with your use of the website or the Platform. In particular, but without limitation, we exclude all liability for loss of business, revenue or profits, wasted expenditure, corruption or destruction of data or for any other indirect or consequential loss whatsoever). We exclude all representations, warranties and conditions relating to the website and your use of it to the maximum extent permitted by law.
  - c. You must notify us immediately if anyone makes or threatens to make any claim against you relating to your use of the website or Platform.
  - d. You shall indemnify us and keep us indemnified against all costs, claims, expenses, losses, liabilities or proceedings arising from use or misuse by you of the website or the Platform.
32. **Reporting Inappropriate Content:** If you come across any content related to child abuse, pornography, terrorism, or other obscene, malicious, bullying or harmful content, please contact us immediately. Your assistance in maintaining a safe online environment is vital.

### Uploading Content:

33. **Content Standards:** If you upload content to the website or Platform, it must comply with our then current acceptable use policy. Please review these standards before uploading any content.
34. **License to Use Uploaded Content:** By uploading content, you grant us and others a limited license to use, distribute, and display that content. Your content won't be considered confidential and you retain ownership rights.
35. **Content Removal:** We have the right to remove any content that violates our content standards, as set out in our Acceptable Use Policy, or is deemed inappropriate. If your content is removed, and you believe it was done in error, please contact us to discuss the matter.
36. **Third-Party Rights:** By uploading content, you guarantee that you have the necessary rights and permissions to grant the license to us and other users. You must not upload content that infringes on the intellectual property rights or privacy of others. We have the right to disclose your identity to any third party who is claiming that any content posted or uploaded by you to our site constitutes a violation of their intellectual property rights or of their right to privacy.

### Viruses and Misuse:

37. **Protect Your Devices:** We take measures to keep the website and Platform secure and free from viruses, but we cannot guarantee it. You must not undermine the security of the website or Platform or any information available through them under any circumstances and should ensure that all your devices have adequate virus protection software.
38. **Misuse Prohibited:** Do not introduce viruses, trojans, worms, logic bombs, or other material that is malicious or technologically harmful. Unauthorised access attempts, denial-of-service attacks, or any illegal activity will be reported to the authorities.

### Linking to Our Site:

39. **Fair Linking:** You may link to our website home page fairly and legally, without implying any form of association with, or endorsement by us.
40. **Linking Restrictions:** You must not establish a link in a way that damages our reputation or takes advantage of it. Links should not suggest approval or endorsement where none exists.
41. **Framing and Deep Linking:** Our website must not be framed on any other site, nor should you create a link to any part of the website other than the home page.
42. **Link Withdrawal:** We reserve the right to withdraw linking permission without notice if we believe the linking website violates our Acceptable Use Policy or any other relevant policies.

### What Laws Apply to Disputes:

43. **Jurisdiction:** Any disputes arising in relation to these terms of use (including non-contractual disputes) are to be governed by, and construed exclusively in accordance with, English law. The courts of England are to have exclusive jurisdiction to settle any dispute arising out of or in connection with the use of this website.