**University of Suffolk Students’ Union | Zoom Account for Activities and Officers Usage Agreement**

*The Students’ Union have agreed to provide all student led organisations with a premium Zoom account for the use of their activities only. The terms and conditions stated below must be*
*followed at all times or students may face disciplinary measures:*

1. **Account Usage**
You must request to use this account via email to either su.activities@uos.ac.uk or su.marketing@uos.ac.uk. Once we provide you with log in details, they must be withheld to the person making the request or persons using the premium account on behalf of the organisation only. The account may only be used for your activities and not personal use.
2. **Log In Details**
Once requested, we will send you the log in details via email. We request that once you’ve recorded these details, you delete the email immediately. We will change the password regularly for security.
3. **Booking Events**
When you’ve requested the account, we will check the availability first before sending you the log in. You must schedule your event on Zoom once logged in for it to be officially secured to avoid double booking.
4. **Behaviour**
By using the account, you are representing the SU and therefore you must abide to all of our current bye-laws and code of conducts. Even if hosting a private call, you are expected to maintain good behaviour and warn us of any content that may break these guidelines.
5. **Security**
Do not change any of the account details, settings or edit any scheduled events. Doing so would be misconduct and allow for disciplinary measures to take place. You may collect personal details in questions section only for the purpose of the event and must delete after. You are not to look at other events or their details. You must not watch other recordings or read saved chats that do not belong to you. You may only use the account for your own organisation and not interfere in any way with others.
6. **Chaperones**
At any point, the SU may log in to monitor the account’s activity. If requested, you must send the Zoom link to the SU to view. A SU staff member can assist any event with good notice (1-2 weeks), should this be needed. If this help is needed, please fill out the [Event/Guest Speaker Form.](file:///%5C%5Cucs.ac.uk%5Cdfs%5Chomesta%5Cp8002705%5CBlog%5CEvent-Speaker-Form%281%29%20%283%29.docx)
7. **Other Events**
If you are hosting an event on a bigger scale or hosting anything other than a typical Zoom call, e.g. you have a guest, more than 15 people expected to attend, you’re doing a panel, live streaming, etc, then you must fill out the [Event/Guest Speaker Form.](file:///%5C%5Cucs.ac.uk%5Cdfs%5Chomesta%5CP8002705%5CBlog%5CEvent-Speaker-Form%281%29%20%283%29.docx) This is to request permission and so the SU can assist you on running the event.

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*Please sign to say you accept and will abide by these Terms and Conditions:*

