

## **Terms of Use for guest users of The University of Manchester Team sites (for EUC Guest Pilot)**

- Highly restricted information must not be shared or stored within the Teams platform or Team sites.
- Information or individuals from organisations which are subject to export control legislation must not be included in the pilot.
- The use of The University of Manchester's Microsoft Teams platform must be compliant with data protection legislation and any relevant data sharing agreements and contracts, and must adhere to the mandatory requirements set out in University Standard Operating Procedures as applicable to the Team site and provided by the Team Owner, in particular:
  - [Acceptable Use of IT Facilities and Services – SOP for Staff](#)
  - [Information Security Classification, Ownership and Secure Information Handling](#)
  - [Document and Information Management](#)
  - [Privacy guidance when recording meetings](#)

Where necessary, clarification should be obtained from the Team Owner who has provided access to the guest. The Team Owner is responsible for the management of the Team site and members, including guests, must act in accordance with their instructions.

- Privacy notices related to the use of guests' personal data and other personal data processed by the University can be found here:  
<https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>
- Any information held within the Team site is subject to data protection legislation and could be asked for in order to respond to an information access request eg data subject access request.
- If a guest believes that the password used to connect to a University of Manchester Team site may have been compromised it must be immediately changed and the Team Owner informed.

Any queries related to the use of the Team site should be directed to the Team Owner.

### **Contacts during the pilot:**

Please submit queries, issues or feedback via the EUC Guest Pilot Team site.

This document is stored and maintained here:

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=53168>