Terms of Use for guest users of The University of Manchester Microsoft 365 platform

To access University of Manchester content in Microsoft 365, you must agree to these Terms of Use. These terms govern your use of the Microsoft 365 platform, including individual Teams and their underlying SharePoint sites (which together are referred to as a 'Teams site' in this document) and where guest access extends across other M365 apps.

1. If you have been added to a Team, you must act in accordance with the instructions of the Teams site Owners. If you are unclear about any of your responsibilities, you should consult the site Owners.

2. In your use of the Microsoft 365 platform, you must adhere to data protection legislation, relevant data sharing agreements and contracts, and the University's policies and standard operating procedures, in particular:

    a. [University Export Controls](#)

    b. [Acceptable Use of IT Facilities and Services – SOP for Staff](#)

    c. [Information Security Classification, Ownership and Secure Information Handling](#)

    d. [Document and Information Management](#)

    e. [Privacy guidance when recording meetings](#)

    In the case of an activity which is co-owned with another institution you will need to consider their policy requirements as well as those of UoM. If you have any questions about this you can consult the Teams site Owners.

3. You should familiarise yourself with the Privacy Notices related to the use of Guests' personal data and other personal data processed by the University:
   https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy- notices/

4. Any information held within the Microsoft 365 platform, including the content of your Teams Chats, is subject to data protection legislation and could be asked for in order to respond to an information access request such as a [Subject Access Request](#).

5. If you believe that the password you use to connect to the University of Manchester Microsoft 365 platform may have been compromised, you must immediately:

    a. Change your password

    b. Report the matter to the site Owners.

This document is stored and maintained here:
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=53168

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