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| Internet Conditions of Use |
| Issue 1.1 |

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| Angela Mollan  4/1/2017 |

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| **Policy Title** | |
| **Internet Conditions of Use** | |
| Version Number | 1.2 |
| Policy Implementation Date | 01 AUG 2021 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 AUG 2021 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 JUL 2024 |

Peregrinate Ltd. Facilities

We try to provide everything you need to make your time with us as effective as possible. If there is something else that will help your learning, do not hesitate to ask.

We provide for people attending a Peregrinate Ltd. centre:

• Access to computers, including the Internet;

• Paper, pens, pencils, folders and general stationery, including printing facilities;

• Training packs and other resources as required by your course;

• Special equipment to help our facilities suit your individual needs; please talk to any of our tutors who will be able to find out where to get specialist help if this is needed;

• Wheelchair access to the ground floor of all our sites;

We hope that your time at Peregrinate Ltd is enjoyable and productive. The facilities and resources provided should help you to achieve your goal as quickly as possible. Please do help us to keep these resources free of charge by using them responsibly.

Internet conditions of use:

Peregrinate Ltd.’s computer systems, networks and the Internet are intended for business and training purposes only. Use of the Internet is subject to monitoring for security and/or network management, and employees and learners may be subject to limitations on their use of these resources.

We provide Internet access and email facilities to all employees and learners, for the purpose of work and to facilitate training.

Correspondence via email is not guaranteed to be private; so that we can keep our networks legal and safe, we must insist that you do not undertake any of the following:

• Use the Internet/email for any illegal purpose;

• Use chat rooms of any description;

• Upload, download or otherwise transmit commercial software or any copyright materials belonging to parties outside Peregrinate Ltd;

• Visit Internet sites that contain illegal, obscene or otherwise unsuitable content, which is objectionable and inappropriate for the workplace;

• Send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person;

• Open an email attachment from an unknown source.