



1. TERMS OF WEBSITE USE

This page (together with the documents referred to on it) tells you the terms of use on which you may make use of my website www.KLSS.co.uk (my site). Please read these terms of use carefully before you start to use the site. By using my site, you indicate that you accept these terms of use and that you agree to abide by them. If you do not agree to these terms of use, please refrain from using my site.

2. INFORMATION ABOUT ME

www.KLSS.co.uk is a site operated by KL Secretarial Services ("I").

3. ACCESSING MY SITE

3.1 Access to my site is permitted on a temporary basis, and I reserve the right to withdraw or amend the service I provide on my site without notice. I will not be liable if for any reason my site is unavailable at any time or for any period.

3.2 You are responsible for making all arrangements necessary for you to have access to my site. You are also responsible for ensuring that all persons who access my site through your internet connection are aware of these terms, and that they comply with them.

4. INTELLECTUAL PROPERTY RIGHTS

4.1 I am the owner or the licensee of all intellectual property rights in my site, and in the material published on it.

4.2 You may print off one copy, and may download extracts, of any page(s) from my site for your personal reference and you may draw the attention of others within your organisation to material posted on my site.

4.3 You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text.

4.4 My status (and that of any identified contributors) as the authors of material on our site must always be acknowledged.

4.5 You must not use any part of the materials on my site for commercial purposes without obtaining a licence to do so from me or my licensors.

4.6 If you print off, copy or download any part of my site in breach of these terms of use, your right to use my site will cease immediately and you must, at my option, return or destroy any copies of the materials you have made.

5. RELIANCE ON INFORMATION POSTED

The material displayed on our site is for information purposes only and is provided without any guarantees, conditions or warranties as to its accuracy. Commentary and other materials posted on our site are not intended to amount to advice on which reliance should be placed. I therefore disclaim all liability and responsibility arising from any reliance placed on such materials by any visitor to my site, or by anyone who may be informed of any of its contents.

6. MY SITE CHANGES REGULARLY

I aim to update my site regularly and may change the content at any time. If the need arises, I may suspend access to my site, or close it indefinitely. Any of the material on my site may be out of date at any given time, and I am under no obligation to update such material.

7. INFORMATION ABOUT YOU AND YOUR VISITS TO MY SITE

I process information about you and your browsing behaviour in accordance with my privacy policy and my cookies policy. By using my site, you consent to such processing and you warrant that all data provided by you is accurate.

8. CHILDREN

I do not knowingly collect any personal information from children under the age of 13. If you are under the age of 13, please do not submit any personal information through my Website or Service. I encourage parents and legal guardians to monitor their children's Internet usage and to help enforce this Policy by instructing their children never to provide personal information through my Website or Service without their permission. If you have reason to believe that a child under the age of 13 has provided personal information to me through my Website or Service, please contact me.

9. VIRUSES, HACKING AND OTHER OFFENCES

9.1 You must not misuse my site by knowingly introducing viruses, trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to my site, the server on which my site is stored, or any server, computer or database connected to my site. You must not attack my site via a denial-of-service attack or a distributed denial-of service attack.

9.2 By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990. I will report any such breach to the relevant law enforcement authorities and I will co-operate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use my site will cease immediately.

9.3 I will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of my site or to your downloading of any material posted on it, or on any website linked to it.

10. LINKING TO MY SITE

10.1 You may link to my home page, provided you do so in a way that is fair and legal and does not damage my reputation or take advantage of it, but you must not establish a link in such a way as to suggest any form of association, approval or endorsement on my part where none exists.

10.2 You must not establish a link from any website that is not owned by you.

10.3 My site must not be framed on any other site, nor may you create a link to any part of my site other than the home page. I reserve the right to withdraw linking permission without notice.

10.4 If you wish to make any use of material on my site other than that set out above, please contact me.

11. LINKS FROM MY SITE

Where my site contains links to other sites and resources provided by third parties, these links are provided for your information only. I have no control over the contents of those sites or resources and accept no responsibility for them or for any loss or damage that may arise from your use of them.

12. JURISDICTION AND APPLICABLE LAW

The English courts will have exclusive jurisdiction over any claim arising from, or related to, a visit to my site.

These terms of use and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

VARIATIONS

I may revise these terms of use at any time by amending this page. You are expected to check this page from time to time to take notice of any changes I made, as they are binding on you.

YOUR CONCERNS

If you have any concerns about material which appears on my site, please contact me.

Thank you for visiting my site