



## BCO RESEARCH PORTAL TERMS OF AGREEMENT FOR TRUSTED SUPPLIERS

The British Council for Offices (BCO) is offering all members the opportunity to upload their research documents to the BCO's research portal. Have your research seen alongside other highly regarded papers in front of an audience of thought leaders and industry professionals in the office sector.

To become a Trusted Supplier we ask BCO Members to sign up to the Terms of Agreement as stated below. On receipt of the signed form we will provide you with your access details.

### **When you may use the service.**

You may start using the service as soon as you receive your access details. The BCO will activate your account on receipt of the signed agreement. If you have not received your access details within 2 working days of sending in this agreement please contact the BCO on 020 7283 0125 or [mail@bco.org.uk](mailto:mail@bco.org.uk).

### **How you may use the service.**

In using this service you must:

- upload research publications from your own organisation only
- obey any codes of conduct or other notices we provide
- keep your service account and password secret
- promptly notify us if you learn of a security breach related to the service.

### **How you may not use the service.**

In using the service, you must not:

- upload materials that are seen as pure marketing, advertorial or not relevant to the BCO membership.
- use the service in any way that could harm the BCO or damage its reputation.

### **You are responsible for your account.**

As the trusted supplier only you may use your user account. Access to the BCO Research Portal is a benefit to our membership and must be used as such.

### **Cancelling your membership.**

If you decide to cancel your membership with the BCO then your access to the Research Portal will be terminated with immediate effect.

By signing up to this agreement you agree to abide by the rules stated above. If at any time you are seen to be in breach of this agreement then the BCO may remove your materials from the portal and discontinue your access.

I, the undersigned, agree to the terms listed above:

Print Name	BCO Member No.
Organisation	
Email	Contact No.
Signature	Date

