

Responsible Recruitment Toolkit Website Terms of Use

Welcome to the Responsible Recruitment Toolkit (RRT) website. If you browse, register or subscribe to this website you agree to comply with and be bound by the following terms and conditions of use, which govern our relationship with you in relation to this website.

The RRT website is owned by allianceHR Ltd operating in partnership with the Association of Labour Providers Ltd, of Camberley House, 1 Portesbery Road, Camberley, Surrey GU15 3SZ (the Scheme Owners). Enquiries regarding these terms of use should be emailed to info@responsiblerecruitmenttoolkit.org.

Definitions:

- *Business entity* means a business legal entity that conforms with laws and regulations.
- *Free* means a 'subscribed' account on the RRT website that can access the functionality of a Free account (follow this URL for more details: <https://responsiblerecruitmenttoolkit.org/online-tool/>). It can be accessed with no payment.
- *User* means an individual who visits or interacts with any part of the RRT website.
- The *RRT website* is the website located at the following URL: <https://responsiblerecruitmenttoolkit.org/>
- *'Plus'* means a 'subscribed' account on the RRT website that can access the functionality of a 'Plus' account (follow this URL for more details: <https://responsiblerecruitmenttoolkit.org/online-tool/>). It can be accessed through payment or can be subsidised by using an Access Code.
- *Scheme Owner* means allianceHR Ltd operating in partnership with the Association of Labour Providers Ltd.
- *Multi Account* means a 'subscribed' account on the RRT website which allows a Subscriber to set up and access Sub Accounts (Single Accounts).
- *Sub Account* means an account which is set-up, linked and accessed by a Multi Account on the RRT website.
- *Subscription* means the process of entering business information and (for the 'Plus' subscription level paying/entering a code) to create an account on the RRT website.
- *Subscribed business* means the business entity described at subscription.
- *Subscribers* means Users who have entered their contact details (incl. email address) to create a paid-for or subsidised account ('Plus' or Multi Account) on the RRT website.
- *Supply chain partner* means any business covered by one of the following definitions:
 - a) Own-label goods for resale suppliers at any tier of Sponsors' supply chain e.g. pack-houses, manufacturers, growers
 - b) Goods and services not for resale direct (tier-one) Sponsors' suppliers e.g. uniform manufacturers, cleaning contractors, distribution providers
 - c) Labour providers supplying workers into suppliers in a) and b) – if applicable please pass on this information to your labour providers
 - d) Sponsors' own direct labour providers, e.g. into their own distribution and retail operations

The use of the RRT website is subject to the following terms:

1. The content of the pages and materials of the RRT website are for Users' general information and use only. It is subject to change without notice. The Scheme Owners, our partners and any third parties do not provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. Users acknowledge that such information and materials may contain omissions, inaccuracies or errors and we expressly exclude liability for these to the fullest extent permitted by law.
2. Use of any information or materials contained on the RRT website is entirely at Users' own risk, for which the Scheme Owners shall not be liable for any direct or consequential loss. Users are responsible for ensuring that any products, services or information available through the RRT website meet their specific requirements. It is strongly recommended that Users take legal or other professional advice as appropriate if they require any specific guidance in connection with the information available through the RRT website.
3. From time-to-time the RRT website may also include links to other websites. These links are provided for Users convenience to provide further information. They do not signify that the Scheme Owners endorse the websites. We have no responsibility for the content of the linked websites.
4. Users may only create a link to the RRT website from another website or document with prior written consent.
5. The Scheme Owners own intellectual rights of all content on the RRT website. Users are not permitted to copy or recreate the content.
6. By subscribing on the RRT website, Users agree to receive emails from the Scheme Owners relevant to responsible recruitment and service updates. Users have the option to 'opt-out' from receiving marketing emails.

7. Only business legal entities are permitted to subscribe at the 'Plus' level on RRT.
8. NGOs/charities, trade associations, academic institutions and consultants (unless contracted to work for a subscribed business on a long-term basis – see clause 10), require a partnership agreement to use a paid-for subscription account. Please email info@responsiblerecruitmenttoolkit.org for more information.
9. Users may only use RRT to self-assess the subscribed business. Users confirm that the business details submitted at subscription are correct, including the business name. The Scheme Owners reserve the right to reject a subscription request and refund any Users found to have submitted incorrect details, or cancel a subscription without refund if any Users using RRT to assess a business which does not operate under the same business entity described at subscription (subscribed business).
10. Subscribers are expected to be employed (or contracted on a long-term basis) directly by the subscribed business. Subscribers or other representatives of the subscribed business are not permitted to share RRT website content or share access to their subscription account with any party who is not also directly employed (or contracted on a long-term basis) by the subscribed business. Where a subscribed business shares access to their subscription account with a long-term contractor, e.g. an external consultant, the subscribed business is responsible for ensuring that the contractor only uses the subscription account according to these terms of use (i.e. not for the consultants' own commercial use).
11. Subscribers are responsible for ensuring that parties who have left employment (or end a long term contract) at the subscribed business no longer have access to the subscription account by changing the account password. If the subscriber themselves leave employment at the subscribed business, they, or other representatives at the subscribed business, are responsible for changing the account and contact email address (the email address used to log-in to the account). They should contact info@responsiblerecruitmenttoolkit.org to make this change.
12. The Scheme Owners use appropriate technical and organisational measures to back-up data inputted into and contained on the website. Data back-up cannot be guaranteed. Where Scheme Owners become aware of data loss, Users will be notified.
13. The Scheme Owners operate procedures and security features to reduce the risk of unauthorised access to data input in on the website. The transmission of any information via the internet is not completely secure and the data input by Users is done so at their own risk. Where Scheme Owners become aware of a data breach, Users will be notified.
14. Multi Account Subscribers confirm that any Sub Accounts created and linked to their account operate under the same business entity described at registration/subscription, for example as different operating sites, business units or functions. The Scheme Owners reserve the right to reject a request to create a Sub Account which is found not to operate under the same business entity.
15. By using an Access Code (used to subscribe at the 'Plus' level on RRT for free) Users confirm that they have authority to use such a code from the issuing party i.e. they are employed (or contracted on a long-term basis) directly by a business entity which is an RRT Sponsor's supply chain partner or ALP Labour Provider member. The Scheme Owners reserve the right to remove a User's account found to be using an Access Code without authority.
16. 'Plus' level subscriptions set up using an Access Code will expire on the 25th February 2021.
17. To subscribe at the 'Plus' level on RRT for free as part of the benefits of being an RRT Sponsor's supply chain partner, the Subscriber must indicate the relevant RRT Sponsor(s) (i.e. those supplied) at subscription. By indicating which RRT Sponsors, they, or their clients (or their client's client etc.), supply subscribers confirm that the Scheme Owners may share with the indicated Sponsors their business name, location and anonymised self-assessed data entered on the RRT online tool (within aggregated reports).
18. The Scheme Owners reserve the right to use data inputted into the website by Users to produce and publish statistical anonymised aggregated reports.
19. The Scheme Owners will treat in confidence all User data input and contained within the website, other than that which is in the public domain or unless otherwise required to do so by law.
20. Your use of this website and any dispute arising out of such use of the website is subject to the laws of England and Wales.

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