CLINITALK internal user registration policy

Effective Date: 1/1/2023

**Change control**

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| Reviewer | Date | Comments |
| N.Boeckx | 25/9/23 | Internal user policy updated |
| N.Boeckx | 1/9/24 | Internal user policy updated |
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# 1. Introduction

This Internal User Registration Policy outlines the terms and conditions governing the registration and use of our services by internal users. Internal users agree to comply with this policy and our Terms of Service.

Binding agreements

All employees agree to be bound by the requirements set out in this policy document.

All employees agree to the monitoring of their use of Clinitalk systems.

All employees agree that they may only access systems relating to Clinitalk via devices that have been issued by Clinitalk.

Note all devices issued must be documented in the Clinitalk asset register.

Privileged access may only be initiated from devices owned and managed by Clinitalk.

# 2. User Eligibility

To use the Application's services, you must meet the following criteria:

- You must be currently employed or contracted by Clinitalk

- You must provide accurate, complete, and current registration information.

- You must agree to comply with our Terms of Service and this User Registration Policy.

# 3. Registration Process

- To register an account, you will need to provide personal information, including but not limited to your name, email address.

- You agree to keep your login credentials confidential to all systems and not share them with anyone else. You are responsible for any activity that occurs under your account.

# 4. User Responsibilities

As a registered user, you are responsible for:

- Maintaining the accuracy and completeness of your account information.

- Keeping your login credentials secure.

- Not sharing your account with others.

- Complying with all applicable laws and regulations.

- Using the Application for lawful purposes only.

- Reporting any suspicious or unauthorised activity to us immediately.

# 5. Account Termination

We reserve the right to terminate or suspend your employment and or accounts, at our discretion, for any reason, including but not limited to:

- Violation of this User Registration Policy or our Terms of Service.

- Violation of applicable laws or regulations.

- Any activity that poses a security risk to the Application or other users.

- Inactivity on your account for an extended period.

# 6. Data Privacy

We are committed to protecting your privacy. Please refer to our Privacy Policy for details on how we collect, use, and protect your personal information.

# 7. Communication

By registering an account, you agree to receive communication from us via email or other contact information you provide. These communications may include service updates, newsletters, and promotional content. You can opt out of non-essential communications at any time.

# 8. Amendments to this Policy

We may update this User Registration Policy from time to time. Any changes will be effective upon posting on the Application. You are responsible for regularly reviewing this policy for updates.

# 9. Contact Information

If you have questions or concerns about this User Registration Policy or any other aspect of the Application, please contact us via our internal email

By registering an account with the Application, you acknowledge that you have read, understood, and agreed to this User Registration Policy and our Terms of Service.