

Acceptable Use Policy for OfficeExpert TrueDEM

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Scope

This Acceptable Use Policy describes panagenda's policy regarding acceptable use practices for **OfficeExpert TrueDEM**. This policy works in concert with the SaaS agreement between you and panagenda, and in case of conflict, the SaaS agreement supersedes this Acceptable Use Policy.

Rules

When using OfficeExpert TrueDEM (the "System"), you must follow these rules:

Do Not Use the System in a Way That is Against Applicable Law

This includes, but is not limited to:

- Illegal activity such as child abuse material; gambling; piracy; violating copyright, trademark or other intellectual property laws.
- Accessing or authorizing anyone to access the service from an embargoed country.
- Threatening, stalking, defaming, defrauding, degrading, victimizing, or intimidating anyone for any reason.
- Invading anyone's privacy by attempting to harvest, collect, store, or publish private or personally identifiable information, such as passwords, account information, credit card numbers, addresses, or other contact information without their knowledge and consent.

Do Not Use the System in a Way That Impairs Its Use For Others

This includes, but is not limited to:

- Any attempt to gain unauthorized access to a Service, acting to deny others access to a Service, or allowing any unauthorized third party to access or use the Services on your behalf.
- Put an unreasonable strain on the System (e.g. using automated systems to constantly refresh or retrieve data).
- Store or transmit malware or other harmful software.

Do Not Perform Attacks or Penetration Tests on the System

This includes, but is not limited to:

- Network discovery
- Port and service identification
- Vulnerability scanning
- Password cracking
- Penetration testing
- Otherwise disabling, interfering with or circumventing any aspect of the System.

Any such action would also violate the [Microsoft Penetration Testing Rules of Engagement](#).

Do Not Use the System to Interfere With Other Systems

This includes, but is not limited to:

- Transmitting, distributing, or delivering any unsolicited bulk or unsolicited commercial e-mail (i.e., spam).
- Putting an unreasonably large load on another system to disrupt its operation (i.e. a denial-of-service attack).
- Use the Services to try to gain unauthorized access to any other service, data, account or network by any means.

Do Not Interfere With Legal Notices

- Do not remove, modify or tamper with any regulatory or legal notices in the System.

Our Monitoring and Enforcement

We reserve the right, but do not assume the obligation, to investigate any violation of this policy or misuse of the System.

This includes, but is not limited to:

- Investigating violations of this policy or misuse of the System.
- Removing, disabling access to, or modifying any content or resource that violates this policy or any other agreement we have with you for use of the System.
- Reporting any activity that we suspect violates any law or regulation to appropriate law enforcement officials, regulators, or other appropriate third parties. Our reporting may include disclosing appropriate customer or user information.
- Cooperating with appropriate law enforcement agencies, regulators, or other appropriate third parties to help with the investigation and prosecution of illegal conduct by providing network and systems information related to alleged violations of this policy.

Nothing in this policy is intended to grant any rights in the System. Failure to enforce this policy in every instance does not amount to a waiver of panagenda's rights.

Changes to This Policy

We may update this Acceptable Use Policy from time to time by posting the updated document to our website. You acknowledge that it is your responsibility to review this policy periodically.

If we make material changes to this policy, we will send you an update notice via the contact information you have provided to us.