

## Website Legal Compliance Responsibility Agreement

There are legal requirements that all UK website owners must meet to operate within the law. They apply to you whether you're a sole trader, businesses, organisation or club. To make sure that your website complies with the law, we recommend that you ask a legal expert to check the staging site before your new website is launched. When you approve the staging site, we will assume that you have already done this.

To meet legal requirements you need to provide the following:

- Privacy Policy (also called "Privacy Notice" or "Privacy Statement"):
  - What data you collect and why you collect it
  - Who you share the data with
  - How long you retain the data
  - How you protect the data
  
- Terms & Conditions for the supply of goods and/or services:
  - A description of the goods and/or service
  - Payment and delivery arrangement
  - Notification of the right of cancellation
  - The period for which the terms are available
  - Minimum duration of the contract

(You need to be the one to provide the Privacy Policy as you will be processing the data. You need to be the one to provide the Terms & Conditions as you will be fulfilling the orders.)

As your website provider, we will provide the following:

- Cookie Policy
- Terms & Conditions for Website Usage\*
- Website Disclaimer\*
- Copyright Notice\*

In no event will Hive of Design Ltd or our employees be liable for any loss or damage including without limitation, indirect or consequential loss or damage, arising out of, or in connection with, any advice or documents we give you.

By signing this agreement, you confirm that:

- a) you are the owner of the website specified below; and
- b) you understand that it is your responsibility to ensure that the website is legally compliant.

Domain Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

\*The Terms & Conditions for Website Usage, Website Disclaimer and Copyright Notice provided by Hive of Design use samples/templates that were downloaded from [nibusinessinfo.co.uk](http://nibusinessinfo.co.uk) (a free service offered by Invest Northern Ireland).