



# Website Terms of Use Template

## 1.0 Purpose

To provide our members a template that can be modified for your company's use in developing a Terms of Use document for your website. This policy should align with your websites' privacy policy.

Your website's Terms of Use describes how people can use your website and any service(s) you provide through your website. The Terms of Use include legal restrictions, liability limitations and warranty; who can use your website or specific web page; with references to your privacy and data use policies. Consult with appropriate privacy and legal personnel on staff when developing your website terms of service.

## 2.0 Introduction/Scope

Start with a brief introduction about your company; the purpose of your website; the content and services available on your website.

## 3.0 Users

Describe the types of users (*e.g.*, public, employees, site members), their roles and responsibilities, any limits on age (such as no minors), or geography (such as USA only). Describe limits on automated use (*e.g.*, bots, scripts, programs, apps, web crawlers). Define any user activities that are not allowed (*e.g.*, verbal abuse, hate speech, profanity, over-use of services or data) and the consequences. Describe the circumstances under which user accounts may be restricted, suspended, or terminated.

## 4.0 Payments

If your company collects payments for goods or services, list the type of transaction and any terms in the processing/collection of payment.

## 5.0 Notices, Messages and other forms of online communication

Describe the terms for any notices and messages your site may send to users, or users may send to each other. Describe responsibilities for uploaded content from users, and responsibilities of the website.

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[web@thencss.org](mailto:web@thencss.org) or visit us at the link below.



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## 6.0 Social Media and Sharing

Describe the terms for any data sharing between your website and users, any policies about links made to your website, or links posted on your web site. Describe your Social Media policy.

## 7.0 Intellectual Property

Describe your policy about use or uploading of copyrighted content, use limitations restrictions of your content, your code, and other intellectual property. Describe who retains control over content posted to your website.

## 8.0 Data Use Policy and Privacy Policy

Describe what data you collect, its purpose, the legal authority for data, applicable laws, data retention policy, data sharing policy, and policy on cookies. Provide a link to your privacy policy. If you have data or a corporate presence or customers in the EU, or EU citizens as customers, the EU's General Data Protection Regulation (GDPR) may apply, and those provisions would need to be listed here.

If you are a for-profit company in California, the California Consumer Privacy Act (CCPA) may apply.

## 9.0 Legal Rights and Limitations

Describe the legal jurisdiction for the website and for disputes (governing law), the arbitration policy, liability limits, warranty/warrantability, service availability limits, and any other applicable legal requirements.

## 10. Contacts

Provide contract information for your website, including contacts for reporting problems, for questions about the policies, and for reporting security incidents. These contacts can be generic mailboxes such as [privacy@company.com](mailto:privacy@company.com).

## 11. Effective Date

Provide an effective date for your website's Terms of Use document.

Suggest your company revisit the Terms of Use on an annual basis, since state security and privacy laws are changing frequently.

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