

RECENT UPDATES

This **Acceptable Use Policy (AUP)** has been developed to govern user behaviour in relation to TaxCalc's products and services..

Acceptable Use Policy

Last Updated: 01 July 2025

This Acceptable Use Policy (AUP) describes how the Users of TaxCalc products and services should (and should not) behave in relation to said products and services.

"Users" means those employees, agents, subcontractors and consultants (including professional advisers) of a Customer who are entitled to use a TaxCalc product or service. If the User breaches the AUP, the User is at fault.

The User shall comply with the following terms of use of the Services:

While using the Services, the User SHALL NOT:

- 1) infringe any Third Party's Intellectual Property Rights;
- 2) infringe TaxCalc's Intellectual Property Rights;
- 3) breach any applicable law, regulations or order of the authorities;
- 4) process Third Party's Personal Data illegally;
- 5) breach any other Third Party's rights which are different from above points 1) and 4);
- 6) upload or introduce malicious code, viruses, trojan horses, e-mail bombs, spyware, malware or other similar software;
- 7) allow Third Parties external to the User's organisation to use the Services unless authorised in writing by TaxCalc;
- 8) send unsolicited e-mail or communications of any kind;
- 9) support in any way illegal activities;
- 10) misrepresent or obscure their identity;
- 11) upload illegal Contents on the System;
- 12) violate any applicable export and re-export control legislation or regulations;
- 13) upload or introduce encryption software in violation of national or international exporting legislation;
- 14) use means which can cause a breach of security of TaxCalc's service or equipment,

including Penetration Testing, Performance Testing or executing Monitoring Agents against the service;

15) use means which can cause a disruption of the Services, including Penetration Testing, Performance Testing or executing Monitoring Agents against the service;

16) use anonymised or misleading networking end points.

While using the Services, the User SHALL:

17) adopt secure usernames, passwords and any other security measures in relation to the access to the System in line with best practice and any instructions provided by TaxCalc;

18) immediately inform their TaxCalc main account holder in case of loss of any usernames, passwords or any other security measures for accessing the Services;

19) process Personal Data of Third Parties in accordance with applicable legislation (e.g. if so required under applicable law, provide full notice to the Data Subjects and obtain their valid consent, notify the Processing of Personal Data with the competent data protection authority, implement any security measures on its side of the Service to ensure full compliance with the legislation, monitor the Services);

20) obtain the consent of the owners of the Intellectual Property Rights to use their works on or through the Services.

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