

## Terms and Conditions for our Pay As You Go Service

These Terms and Conditions, the disclaimer and our invoice details form the entire agreement between East Midlands Councils ('the Service Provider') and Pay As You Go recruiters ('The Client').

### Our Responsibilities

1. EastMidlandsJobs.org.uk is intended for use by public sector, registered charities and voluntary sector recruiters.
2. The Pay As You Go (PAYG) service is provided by the East Midlands Councils (EMC) to enable recruiters to advertise occasional external job vacancies. The term 'occasional' is administered at EMC's discretion.
3. EMC is responsible for uploading all material as supplied by the Client, onto EastMidlandsJobs.org.uk.
4. The Service Provider takes no responsibility for information provided through the service by job candidates.
5. Wherever possible, jobs will be uploaded on the date nominated by the Client for a period of up to a maximum of 4 weeks.
6. Job advertisement contents will be considered and approved by EMC prior to placement on EastMidlandsJobs.org.uk. The Client agrees that EMC may edit, remove or refuse any content deemed to be inappropriate.
7. Job advertisements will also appear on the EastMidlandsJobs.org.uk Twitter and Facebook sites, in daily email updates to registered jobseekers (who have opted-in to receive the bulletin) and at Jobcentre Plus.
8. The Client will be provided with updates on page views, when the advert closes.
9. The Client will be invoiced after the job advertisement has been uploaded.
10. The Client authorise EMC to process and store information provided on the Job Advertisement Details form, in order to deliver the PAYG service.

### Your Responsibilities

11. To advertise on EastMidlandsJobs.org.uk, the Client will be required to complete a Job Advertisement Details form and provide any necessary documentation for the advert.
12. The Client is wholly responsible for the accuracy, authenticity and contents of any material uploaded to the website. The Client must not infringe on copyright, privacy, data protection, intellectual property rights, trade mark or any other right of any other party.

13. The Client is responsible for ensuring that their information technology system can accept information via electronic transfer. Recruiters are also responsible for anti-virus and other security checks on the data supplied by EMC.
14. The Client is responsible for the use of any information supplied by The Service Provider from candidates and must comply with the provisions of the Data Protection Act 1988.

**Exclusions**

15. Clients may not use the PAYG service to advertise jobs on behalf of any organisation aside from their own, as named on the Job Advertisement Details form.

**Variations**

16. Variations to these Terms and Conditions will only be made in accordance with agreement of both the Service Provider and the Client.

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