

This Acceptable Use Policy specifies the actions prohibited by GRM, Inc. to users of the Online Record Center service. GRM reserves the right to modify the Policy at any time, effective upon posting of the modified policy to <http://www.grmdocumentmanagement.com>

Illegal/Prohibited Use

The GRM Network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Unauthorized Uses

The GRM Online Record Center is intended for use only as a document storage, access, and retrieval system in support of a subscriber's or end-user's need to store, access, and retrieve documents. It is not intended for use as a temporary data or document storage and transportation mechanism or system. Documents, either individually or in volume, may not be uploaded to the Online Record Center and then retrieved by and/or transferred to any person and shortly thereafter be deleted from Online Record Center. This type of activity within an Online Record Center account will be considered unauthorized data or document transportation and in violation of this Acceptable Use Policy under the subscriber's agreement with GRM.

Online Record Center services sold on a per-Entity basis can only be utilized by a single company, enterprise, proprietorship or individual (Entity). If per-Entity services are required by or for more than one Entity, they must be purchased for each individual Entity. Per-Entity services are not authorized for use on a project-level basis that involves multiple Entities. Utilizing per-Entity services at a project level for more than one Entity, whether by a subscriber, end-user or reseller, will be considered an unauthorized use, in violation of this Acceptable Use Policy under the subscriber's agreement with GRM.

Software Installations

GRM may make available software to be installed by users. Any new installations of said software must be performed using the latest available version. Installing older versions of the software will be considered a violation of this Acceptable Use Policy.

System and Network Security

Violations of system or network security are prohibited, and may result in criminal and civil liability. GRM will investigate incidents involving such violations and may involve and will cooperate with law enforcement if a criminal violation is suspected. Examples of system or network security violations include, without limitation, the following:

- Unauthorized access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.
- Interference with service to any user, host or network including, without limitation, mailbombing, flooding, deliberate attempts to overload a system and broadcast attacks.
- Forging of any TCP-IP packet header or any part of the header information in an email or a newsgroup posting.

INDIRECT OR ATTEMPTED VIOLATIONS OF THE POLICY, AND ACTUAL OR ATTEMPTED VIOLATIONS BY A THIRD PARTY ON BEHALF OF A GRM CUSTOMER OR A CUSTOMER'S END USER, SHALL BE CONSIDERED VIOLATIONS OF THE POLICY BY SUCH CUSTOMER OR END USER.

Complaints regarding Illegal Use or System or Network Security issues should be sent to support-edm@grmdocument.com.

For live incidents, please contact GRM Administration at 1-800-886-6567.