

EFM Minor Works Portal – Terms of Use

1. Introduction

By using the Everything FM Minor Works Portal you acknowledge that you have read, understood and agree to comply with and be legally bound by the following terms and conditions.

Through the Minor Works Portal, you may have access to resources and electronic forms. You agree that access to the Minor Works Portal will be granted only to your designated contacts and the resources and information you obtain through the Minor Works Portal may be used only in support of your NHS authorised use of the information provided for minor works projects.

You agree that you will not download resources, guides, directories, agreements, or notices from the Portal unless you reasonably believe that the materials will be used within 90 days for support of your authorised use of the portal. You agree that supplier information made available in a directory will not be shared with or accessed by third parties.

You agree that you will not access or use the Minor Works Portal in any manner that could damage, disable, overburden, impair, or otherwise result in unauthorised access to or interference with, the proper functioning of the portal.

2. Privacy

Please also refer to the Minor Works Privacy Policy on the main landing page. The remainder of the Everything FM website may have links to other sites and content, for which Everything FM does not warrant, represent, endorse, enforce, guarantee, or assume responsibility for any third-party product or service information.

3. Security

You agree to keep your username and password secure at all times and not disclose or share your credentials.

4. Usage

To comply with these Minor Works Portal Terms of Use you agree to raise a requisition order in advance of completing the Minor Works Booking Form. With the exception of emergency projects, Minor Works cannot commence until all three parties have e-signed the contract. You agree that you will report any issues to minorworks@everythingfm.org immediately.

5. Changes to Terms, Resources and Forms

The contents of the resources and forms are subject to frequent change without notice. As well, the Minor Works Portal Terms of Use may change without notice, and you agree to abide by the Minor Works Portal Terms of Use in effect each time that you access the Minor Works Portal. If we change the Minor Works Portal Terms of Use, we will amend the "Last Updated" date to indicate when the changes are effective. If we make any substantive changes to Terms of Use, we will notify you by email.

If you have any further queries, please get in touch via email at minorworks@everythingfm.org

6. Right to Revoke and Monitor Access

Everything FM retains the right to revoke access to the Minor Works Portal, resources and forms at any time for any reason. Access to the Support Portal will be monitored by Everything FM; usage, onboarding and financial reports will be shared with NHS stakeholders.

7. Confidentiality

The information contained in the resources and electronic forms is the confidential proprietary information of Everything FM. You may not use, disclose, reproduce, transmit, or otherwise copy in any form or by any means the information contained for any purpose, other than to support your authorised completion of minor works projects.

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minorworks@everythingfm.org