

**SOUTHERN COMMUNICATIONS CORPORATE SOLUTIONS
MAINTENANCE AND TECHNICAL SUPPORT**

Please read these Terms in conjunction with our [Privacy Notice](#)

1. DEFINITIONS AND INTERPRETATION

1.1. In these terms and conditions (**Terms**) the following definitions apply:

Agreement	the agreement between the Customer and the Company for the supply of the Services in accordance with these Terms.
Charges	the charges set out in the equipment Order and maintenance contract form and payable by the Customer to the Company for the Services.
Company, We, Us, Our	Southern Communications Corporate Solutions (Company Number:2645307) whose Registered Office is at Glebe Farm, Down Street, Dummer RG25 2AD
Customer, you	the individual, company, entity, organisation or business that purchases the Services from the Company.
Data Protection Legislation	up to but excluding 25 May 2018, the Data Protection Act 1998 and thereafter (i) unless and until the GDPR is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.
Equipment	the equipment as set out in the equipment Order and maintenance contract form supported by the Company under the Agreement.
Extended Support Hours	the out of normal working hours extended support times as set out in the Maintenance Schedule during which the Services shall be performed.
Fault	a systems malfunction or a service affecting issue as defined in the Maintenance Schedule.
GDPR	General Data Protection Regulation ((EU) 2016/679).
Initial Term	means twelve (12) months (or such other initial term set out in the Order) from the Commencement Date.
Installation Address	the site(s) of the Customer as set out in the Order.
Maintenance Level	the bronze, silver, gold or platinum level of maintenance selected by the Customer as set out in the Maintenance Schedule.
Maintenance Schedule	the Maintenance Level of cover, Target Response Times, conditions of use, fault reporting procedure and out of ours fault reporting procedure, Standard Support Hours and Extended Support Hours for the Services as provided in writing by the Company to the Customer.
Order	the Customer's order for Services as set out in the equipment order and maintenance contract form.

Target Response Times	the target response times set out in the Maintenance Schedule.
Services	the telephone system maintenance and support services set out in the Maintenance Schedule.
Standard Support Hours	the normal working hours standard support times as set out in the Maintenance Schedule during which the Services shall be performed.
Subsequent Term	a minimum of twelve (12) months (or such other period set out in the Order).

1.2. In these Terms, the following rules apply:

1.2.1. A reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.

1.2.2. Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

1.2.3. A reference to **writing** or **written** includes faxes and emails.

2. **ORDERS**

2.1. The Order constitutes an offer by the Customer to purchase the Services in accordance with these Terms.

2.2. The Order shall only be deemed to be accepted when the Company issues written acceptance of the Order or, if earlier, provides the Services to the Customer at which point and on which date the Agreement shall come into existence (**Commencement Date**).

2.3. We may accept or reject an Order at Our sole discretion.

2.4. Once an Order has been accepted by the Company, the Customer may not cancel the Order.

2.5. The Agreement constitutes the entire agreement between the parties. The Customer acknowledges that it has not relied on any statement, promise, representation, assurance or warranty made or given by or on behalf of the Company which is not set out in the Agreement.

2.6. These Terms apply to the Agreement to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

2.7. Any quotation given by Us shall not constitute an offer, and is only valid for a period of 30 days from its date of issue.

2.8. Any samples, drawings, descriptive matter or advertising issued by the Company, and any descriptions contained in the Company's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Agreement or have any contractual force.

3. **SUPPLY OF THE MAINTENANCE SERVICES AND PROGRAMMING**

3.1. We shall supply the Services:

3.1.1. at the Installation Address;

- 3.1.2. in accordance with the Maintenance Schedule,
during the Initial Term and any Subsequent Term.
- 3.2. The Customer acknowledges that it has limited rights to terminate the Agreement during the Initial Term or Subsequent Term (as the case may be). These rights are set out in Clause 6.1. If upon the expiry of the Initial Term or Subsequent Term (as the case may be) the Customer has not given notice to the Company in accordance with Clause 6.1, We will continue to supply the Services to the Customer for the Subsequent Term unless the Customer terminates the Agreement as set out in Clause 6.1.
- 3.3. The Company warrants to the Customer that the Services will be provided using reasonable care and skill.
- 3.4. We shall have the right to make any changes to the Services which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Services, and We shall notify the Customer in any such event.
- 3.5. The Services shall be provided during the Standard Support Hours and, depending on the Maintenance Level selected by the Customer, during the Extended Support Hours. The Services shall comprise:
- 3.5.1. a technical response from a telephony engineer who will raise a support ticket on the Company helpdesk system;
 - 3.5.2. remote connection for diagnosis;
 - 3.5.3. a site visit by the Company's service engineer if the Fault is not resolved (or work around not implemented) remotely in accordance with Clause 3.5.2.
- 3.6. Where the Maintenance Level selected by the Customer includes 24 x 7 emergency support, the Customer shall:
- 3.6.1. follow the out of hours fault reporting procedure set out in the Maintenance Schedule; and
 - 3.6.2. verify that its Maintenance Level includes 24 x7 emergency support by entering its PIN number when prompted.
- 3.7. Once the Customer's account has been validated in accordance with Clause 3.6.2, the Customer's call will be routed to the on-call engineer who will log the details of the issue and perform the Services in accordance with Clauses 3.5.1 to 3.5.3 (inclusive) or escalate accordingly. The Customer shall ensure that the 24 x 7 emergency support contact number and PIN number provided by the Company:
- 3.7.1. is not available for general use by its employees and that only a selected number of its employees, who have a thorough understanding of the Services and the out of hours fault reporting procedure, will have access to the number; and
 - 3.7.2. will only be used for emergencies which fall into the P1 or P2 fault category as outlined in the Maintenance Schedule, outside of Standard Support Hours.
- 3.8. If the Customer misuses or uses the 24 x 7 emergency support contact number for any issues other than a P1 or P2 fault category as outlined in the Maintenance Schedule, the Company:
- 3.8.1. will apply a call out charge to the Customer's account and the reported issue will only be dealt with during Standard Support Hours;
 - 3.8.2. may withdraw the 24 x 7 emergency support contact number; and

3.8.3. reserve the right to apply engineer call out and hourly charges if the issue reported is found to be the result of end user error, or misuse of the solution.

3.9. The Customer acknowledges that remote programming:

3.9.1. is excluded from the Extended Support Hours and may only be reported by the Customer during Standard Support Hours; and

3.9.2. will be prioritised lower than a Fault; and

3.9.3. is not subject to any services level.

We shall use Our reasonable endeavours to complete any programming within 5 working days of any request by the Customer, but any such time is an estimate only and time shall not be of the essence for performance of any programming.

3.10. Any and all alterations to the Equipment may only be carried out by the Company or an agent appointed by the Company. In the event that any work is carried out a third party, We shall be entitled to terminate the Agreement with immediate effect.

3.11. The Customer acknowledges that:

3.11.1. the Company's ability to perform its obligations under the Agreement is dependent upon the Customer's full and timely cooperation with the Company as well as the accuracy and completeness of any information the Customer provides to the Company. We shall not be responsible or liable for any delay in providing the Services which arises directly out of the Customer or Customer's failure to perform its obligations hereunder or to cooperate with the Company or to provide complete and accurate Customer Information, all in a timely manner; and

3.11.2. unless otherwise agreed by the Company in writing, the Services have not been developed to meet its individual requirements and that it is therefore the Customer's responsibility to ensure that the Services meets its requirements.

3.12. We shall have no obligation to provide the Services where Faults arise from:

3.12.1. misuse, incorrect use of or damage to the Equipment caused by the Customer, its employees, agents or subcontractors or causes other than ordinary use; or

3.12.2. repairs, adjustments, tampering or alterations to the Equipment caused by the Customer, its employees, agents, subcontractors or causes other than ordinary use; or

3.12.3. failure to maintain the necessary environmental conditions for use of the Equipment including without limitation maintaining the location where the Equipment is installed at normal room temperature and in a well ventilated area; or

3.12.4. relocation or installation of the Equipment by any person other than the Company or a person acting under the Company's instructions; or

3.12.5. any surge of electrical power; or

3.12.6. any fault, failure or change in the electricity supply service and/or host PBX systems;

3.12.7. exposure of the Equipment to adverse weather conditions; or

3.12.8. use of the Equipment in combination with any equipment not provided by the Company, or any Fault in any such equipment; or

3.12.9. any breach of the Customer's obligations under this Agreement.

- 3.13. We shall not be liable for costs of making good defects in the overhead and underground cables from any associated wiring.
- 3.14. Any service calls carried out by the Company for an event set out in Clauses 3.12 or 3.13 shall be an additional service. We may charge the Customer for such work at Our applicable man-hour rate.

4. THE CUSTOMER'S OBLIGATIONS

- 4.1. The Customer shall:
 - 4.1.1. ensure that the terms of the Order are complete and accurate;
 - 4.1.2. co-operate with the Company in all matters relating to the Services;
 - 4.1.3. provide the Company, its employees, agents, consultants and subcontractors, with access to the Installation Address and other facilities as reasonably required by the Company;
 - 4.1.4. provide the Company with such information and materials as We may reasonably require in order to supply the Services, and ensure that such information is accurate in all material respects;
 - 4.1.5. keep and maintain all materials, equipment, documents and other the Company property (**the Company Materials**) at the Installation Address in safe custody at its own risk, maintain the Company Materials in good condition until returned to the Company, and not dispose of or use the Company Materials other than in accordance with the Company's written instructions or authorisation; and
 - 4.1.6. where the Customer does not have any manufacturer software support in place, pay for any manufacturer software support required to rectify a Fault.
- 4.2. If the Equipment is to be connected to third party telecoms apparatus, the Customer shall at the Customer's expense arrange for and maintain the provision of any third party apparatus specifically required for the Customer's use of the Equipment.
- 4.3. The Customer shall nominate a manager to be available to liaise with, and respond to queries from, the Company (for example, as to the resolution of conflicting priorities between two or more items of support or maintenance).
- 4.4. The Customer shall report all Faults or details of any required Services and support promptly to the Company. Any Faults reported verbally by the Customer should be confirmed in writing.
- 4.5. If the Company's performance of any of its obligations under the Agreement is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):
 - 4.5.1. We shall without limiting Our other rights or remedies have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations to the extent the Customer Default prevents or delays the Company's performance of any of its obligations;
 - 4.5.2. We shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Company's failure or delay to perform any of its obligations as set out in this Clause 4.5; and
 - 4.5.3. the Customer shall reimburse the Company on written demand for any costs or losses sustained or incurred by the Company arising directly or indirectly from the Customer Default.

5. CHARGES AND PAYMENT

- 5.1. We will invoice the Customer monthly or annually in advance and the Customer shall pay the Charges in pounds sterling without set-off or deduction.
- 5.2. The Customer shall pay each invoice submitted by the Company:
- 5.2.1. within 30 days of the date of the invoice; and
- 5.2.2. in full and in cleared funds to a bank account nominated in writing by the Company, and time for payment shall be of the essence of the Agreement.
- 5.3. The Charges are exclusive of Value Added Tax, which shall be payable by the Customer in addition to the Charges at the rate applicable from time to time.
- 5.4. If the Customer fails to make payment in full by the due date We may:
- 5.4.1. suspend the Services; and
- 5.4.2. charge interest at the rate of 4% per annum above the base rate of the Bank of England on any amounts outstanding from the due date for payment until payment is made in full.
- 5.5. We will give the customer as much prior notice as practicable of any alteration to the charges and in any event not less than 1 month's prior notice of such change. This notice may be included in an invoice to the Customer. If, during the Minimum Term, the Company increases the Charges by **more than** the Retail Price Index, the Customer may terminate the Agreement during the Minimum Term on written notice to the Company within thirty (30) days of receipt of the notice of increase, without the obligation to pay the Early Termination Fee.

For the avoidance of doubt, any increase to the Charges that would not have increased the Customer's immediately previous monthly total bill for that specific Service (if the increase(s) had applied for the whole of that month) by more than the RPI annual inflation rate at the date We notify the Customer of the applicable increase in the Charges shall not entitle the Customer to terminate the Agreement under this Clause 5.5.

- 5.6. In the event that the Company incurs additional costs and/or charges in supplying the Services to the Customer the Customer will pay such additional costs when it is due to pay for the Services.
- 5.7. All sums payable to the Company under the Agreement shall become due immediately on its termination, despite any other provision of the Agreement. This Clause 7 is without prejudice to any right to claim for interest under the law or any right under the Agreement.

6. TERMINATION

- 6.1. The Agreement shall commence on the Commencement Date. Unless terminated earlier in accordance with clause 6.2 or this clause, the Agreement shall continue for the Initial Term and shall automatically extend for the Subsequent Term at the end of the Initial Term and at the end of each Subsequent Term. Either party may give written notice to the other party, not later than three (3) months before the end of the Initial Term or the relevant Subsequent Term, to terminate the Agreement at the end of the Initial Term or the relevant Subsequent Term, as the case may be.
- 6.2. Without limiting its other rights or remedies, either party may terminate the Agreement with immediate effect by giving written notice to the other party if:
- 6.2.1. the other party commits a material breach of any term of the Agreement and (if such a breach is remediable) fails to remedy that breach within 14 days of that party being notified in writing to do so;

- 6.2.2. the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;
 - 6.2.3. the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
 - 6.2.4. the other party's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Agreement has been placed in jeopardy.
- 6.3. Without limiting Our other rights or remedies, We may terminate the Agreement with immediate effect by giving written notice to the Customer if:
- 6.3.1. the Customer fails to pay any amount due under the Agreement on the due date for payment and remains in default not less than seven (7) days after being notified in writing to make such payment; or
 - 6.3.2. there is a change of Control of the Customer.

7. **EFFECTS OF TERMINATION**

- 7.1. On termination of the Agreement for any reason:
- 7.1.1. the Customer shall immediately pay to the Company all of the Company's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, We shall submit an invoice, which shall be payable by the Customer immediately on receipt;
 - 7.1.2. the Customer shall return all of the Company Materials. If the Customer fails to do so, then We may enter the Customer's premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Agreement; and
 - 7.1.3. Clauses which expressly or by implication survive termination shall continue in full force and effect.

8. **LIMITATION OF LIABILITY: THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE**

- 8.1. This Clause 8 sets out the Company's entire liability (including any liability for acts or omissions of the Company's employees, agents or subcontractors) in respect of any breach of the Agreement and any representation, statement or tortious act or omission arising out of or in connection with the Agreement.
- 8.2. Except as set out in these Terms, the Company provides no warranties, conditions or guarantees as to the description or quality of the Services, and all warranties, conditions or guarantees implied by or expressly incorporated as a result of custom and practice, statute, common law or otherwise are hereby expressly excluded so far as permitted by law.
- 8.3. Subject to Clause 8.5, the Company's aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of the Agreement shall not exceed £1,000,000 (one million pounds sterling).
- 8.4. Subject to Clause 8.5, We shall not be liable to the Customer whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation or otherwise the Agreement, for:

- 8.4.1. loss of profits; or
 - 8.4.2. loss of revenue;
 - 8.4.3. loss of income or business;
 - 8.4.4. depletion or loss of goodwill, reputation or similar losses;
 - 8.4.5. loss of anticipated savings;
 - 8.4.6. loss of or corruption of data or information;
 - 8.4.7. loss of use;
 - 8.4.8. loss of contract;
 - 8.4.9. any indirect or consequential or special loss or damage or pure economic loss, costs, damages, charges or expenses whatsoever and howsoever caused.
- 8.5. Nothing in these Terms shall exclude or limit the liability of the Company for:
- 8.5.1. death or personal injury resulting from the Company's negligence; or
 - 8.5.2. for fraud or fraudulent misrepresentation; or
 - 8.5.3. for any matter which it would be illegal for the Company to exclude or attempt to exclude its liability.
- 8.6. This Clause 8 shall survive termination of the Agreement.

9. **DATA PROTECTION**

- 9.1. Both parties will comply with all applicable requirements of the Data Protection Legislation. This Clause 9 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.
- 9.2. The Company's [Privacy Notice](#) sets out the scope, nature and purpose of processing by the Company, the duration of the processing and the types of personal data (where **Personal Data** has the meanings as defined in the Data Protection Legislation) and the Company collects.
- 9.3. Without prejudice to the generality of Clause 9.1, the Customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data (as defined in the Data Protection Legislation) to the Company for the duration and purposes of the Agreement.

10. **NOTICES**

- 10.1. Any notice or other communication given to a party under or in connection with the Agreement shall be in writing, addressed to that party at its registered office (if it is a company) or its principal place of business (in any other case) or such other address as that party may have specified to the other party in writing in accordance with this Clause, and shall be delivered personally, sent by pre-paid first class post or other next working day delivery service, commercial courier, fax or e-mail.
- 10.2. A notice or other communication shall be deemed to have been received: if delivered personally, when left at the address referred to in Clause 9.1; if sent by pre-paid first class post or other next working day delivery service, at 9.00 am on the second working day after posting; if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed; or, if sent by fax or e-mail, one working day after transmission.

11. GENERAL

- 11.1. For the purposes of the Agreement, **Force Majeure Event** means an event beyond the reasonable control of the Company including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of the Company or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
- 11.2. We will not be liable to the Customer for any failure or delay in performing Our obligations under the Agreement or supplying the Services:
- 11.2.1. as a result of a Force Majeure Event;
- 11.2.2. if another supplier delays or refuses the supply of an electronic communications service to the Company or any of the Company's suppliers and no alternative service is available at reasonable cost; or
- 11.2.3. if legal or regulatory restrictions are imposed upon the Company or any of the Company's suppliers that prevent the Company or any of the Company's suppliers from supplying the Service.
- 11.3. If the Force Majeure Event prevents the Company from providing any of the Services for more than 12 weeks, We shall, without limiting its other rights or remedies, have the right to terminate the Agreement immediately by giving written notice to the Customer.
- 11.4. **Confidentiality.**
- 11.4.1. Each party undertakes that it shall not at any time during the Agreement, and for a period of one year after termination of the Agreement, disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by Clause 11.4.2.
- 11.4.2. Each party may disclose the other party's confidential information:
- 11.4.2.1. to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Agreement. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this Clause 11.1; and
- 11.4.2.2. as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 11.4.3. Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Agreement.
- 11.5. **Assignment and other dealings.**
- 11.5.1. We may at any time assign, transfer, mortgage, charge, subcontract or deal in any other manner with all or any of Our rights under the Agreement and may subcontract or delegate in any manner any or all of Our obligations under the Agreement to any Authorised Party, third party or agent.
- 11.5.2. The Customer shall not, without the prior written consent of the Company, assign, transfer, mortgage, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights or obligations under the Agreement.

- 11.6. **Variation.** Except as set out in these Terms, no variation of the Agreement, including the introduction of any additional terms and conditions, shall be effective unless it is agreed by the Company in writing and signed by an authorised representative of the Company.
- 11.7. **Severance.** Each of the Clauses of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining Clauses will remain in full force and effect.
- 11.8. **Waiver.** Any failure by either party to exercise or enforce its right under the Agreement shall not be a waiver of that right, nor prevent such party from exercising or enforcing such right at a later time.
- 11.9. **Third parties.** No one other than a party to the Agreement shall have any right to enforce any of its terms.
- 11.10. **Governing law.** The Agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the law of England and Wales.
- 11.11. **Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).