

## PERMITTED USE FAQs

Your organisation's license agreement with Thomson Reuters (**License**) details how you can use Westlaw UK, Westlaw International, Westlaw Gulf, Lawtel or Practical Law (**Information**).

We want you to use Information freely for your organisation's business subject to us protecting our own business and the ownership rights in the Information. This note helps to explain what you can do with the Information during your subscription and following termination. It seeks to answer some of the more frequently asked user questions but is not exhaustive or a substitute for your organisation's License.

If you are in any doubt whether your intended usage would breach the terms of the License, please contact your organisation's Account Manager.

### **Are there any limits on how I can use Information within my own organisation?**

*In the ordinary course of your organisation's business, you can:*

- ✓ Print or download **for your own use**
- ✓ Send to other **authorised users**. To check who is authorised, you will need to refer to your organisation's Licence

However, you must be reasonable about the amount you print, store, download, or send to other authorised users and you must not do this in such a way that either you or the recipient could use the Information as a substitute for a subscription to an Information service.

### **What if I want to send Information to those within my organisation who are not authorised users?**

You may send Information to those within your organisation who are not authorised users if you:

- ✓ Are sending it in the ordinary course of your organisation's business
- ✓ Are reasonable about the amounts involved and the Information sent could not be used by the recipient as a substitute for their own subscription to an Information service
- ✓ Send Information infrequently and manually i.e. not by machine generated means

### **Can I send Information to clients and other third parties outside my organisation?**

You can send Information to clients and other third parties outside your organisation if you:

- ✓ Are sending it in the ordinary course of your organisation's business
- ✓ Are reasonable about the amounts involved and the Information sent could not be used by the recipient as a substitute for their own subscription to an Information service
- ✓ Send Information to them infrequently and manually i.e. not by machine generated means

In all these cases you must be sure that the recipient will not use the Information you send to create competitor products or other works, products or services of their own.

### **Can I include Information in my own work product?**

You may use Information freely in work product produced in the ordinary course of your organisation's business. When sending Information in your work product you must ensure:

- ✓ The amount you include is reasonable and could not be used by the recipient as a substitute for their own subscription to an Information service
- ✓ You send the Information to them infrequently
- ✓ You attribute the Information to us where required – we provide separate guidance on this that can be found in the [Attribution Guide](#).

### Can I create my own database using the Information?

You may not reutilise the whole or any part of the Information to create a new database that may be used as a substitute for a subscription to an Information Service.

### Can you give me some examples of things I can do with Information?

Provided you do not create a database that may be used as a substitute for a subscription to an Information Service, here are a few common and non-exhaustive examples:

- ✓ Reusing the content of our daily/weekly/monthly update e-mails (also known as current awareness) in your own similar bulletins and newsletters to your clients
- ✓ Putting together a collection of materials on your intranet
- ✓ Linking to Information from your intranet
- ✓ Storing Information in a know how database
- ✓ Providing deep links to your know how bank
- ✓ Including non-verbatim summaries of journal articles or other commentary in your current awareness newsletters/bulletins
- ✓ Downloading to a mobile device no more than two chapters of a book or the narrative chapters of a looseleaf work
- ✓ Sending Information to your clients or professional contacts by linking to our web site

### Can you give me some examples of things I may NOT do with Information?

Here are a few common and not exhaustive examples:

- ✗ Reselling it
- ✗ Providing it to anybody in a way that the recipient could use it as a substitute for their own subscription to an Information service
- ✗ Creating competitor products
- ✗ Creating works, products or services that are not work product created in the ordinary course of your organisations business
- ✗ Producing intranet, extranet or internet sites
- ✗ Producing print or electronic updating or current awareness for a current service provided by a 3<sup>rd</sup> party
- ✗ Providing research services other than to your clients
- ✗ Using any programmatic, scripted or other mechanical means to access
- ✗ For academic institutional customers, any downloading into a virtual learning environment or for any non-academic use

### Can I change the Information when I include it in my work product?

You *may not* modify or make alterations, additions or amendments to Information if it is a case report, legislation, a journal article or a book published in any format.

You *may* do all the above to all other Information when including it in your work product.

### Why can't I change case reports, legislation, journal articles or books?

Sometimes, we do not own the intellectual property rights in the research material made available on the service and our licenses to this material do not permit changes to be made.

Therefore, when accessing **case reports, legislation, journal articles** or **books** on the service you can:

- ✓ View

- ✓ Copy
- ✓ Download
- ✓ Incorporate extracts into your work product. If you intend to reproduce substantial amounts you should seek further permission.

but you cannot:

- ✗ Modify
- ✗ Make alterations, additions or amendments.

#### **Can I access an Information Service when working from home or another office?**

Yes - if you are based at one of your organisations licensed offices or you are otherwise an authorised user. To check which offices are licensed or whether you are otherwise an authorised user, please refer to your organisation's License.

#### **Can I use "web crawlers" or similar with the Information Services?**

You *may not* use "web crawlers" or other types of software or hardware technology to automatically download or index Information from an Information Service.

#### **Can I download books or looseleafs to my computer or other device?**

You may download up to two (2) chapters of a book or the narrative chapters of a looseleaf to your computer or mobile device in relation to a matter that you are advising on. The chapters must be deleted when the matter comes to an end.

#### **When do I need to attribute Thomson Reuters as the source of Information?**

We provide separate guidance on this that can be found in the [Attribution Guide](#).

#### **What do I need to do with Information if my organisation's License comes to an end?**

Generally, if you have printed or downloaded Information you will need to destroy or delete it when the Licence terminates.

However, you need not destroy or delete Information if you have included it in any of your work product created in the ordinary course of your organisation's business.