



SPRITE+ **Membership** **Terms and** **Conditions** Version 1.0

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SPRITE+ Project Team, Humanities Bridgeford Street, University of Manchester, Oxford Road M13 9P



1. Introduction

These Terms & Conditions explain how we manage membership information for SPRITE+ and how Airtable, the platform we use to store and organise this data, fits into that process. Additionally, it outlines expected behaviour. By providing your information and participating in the network, you agree to these terms.

2. Purpose

The SPRITE+ community brings together people involved in research, practice and policy with a focus on digital contexts. Membership of SPRITE+ is broad and includes a diverse network of those involved in exploring the future of security, privacy, identity and trust, including academic researchers, industry, government, law enforcement and civil society organisations. SPRITE+ is committed to providing a safe, secure and welcoming environment for its Members, regardless of gender, sexual orientation, ethnicity, religion, career stage, or any other defining characteristic.

These Terms and Conditions apply to:

- All areas of SPRITEHub, including mailing lists, individual profiles and any forums created for communication.
- Any SPRITE+ events and activities in virtual or physical spaces. As well as applying to any events and activities directly organised by SPRITE+, it is expected that any events and activities associated with SPRITE+ funded projects will also apply the [Code of Conduct](#) which is also represented as section 7 of this document.

3. Membership Eligibility

Membership is open to individuals open to anyone with an interest in SPRITE+'s remit and activities. We reserve the right to approve, decline, or revoke membership at our discretion in line with the conditions in the following sections.

4. Member Responsibilities

By joining the network, you agree to:

- Provide accurate and up-to-date contact information
- Engage respectfully with other members
- Use network resources appropriately
- Refrain from behaviour that is harmful, discriminatory, or disruptive
- Adhere to the code of conduct.



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5. Use of Information

Information shared within the network, whether by you or other members, should be treated responsibly. You agree not to misuse, distribute, or exploit information obtained through engagement with SPRITE+ or other SPRITE+ members, guests or partners. If you are unsure of whether you would be in breach of these Terms and Conditions by your intended processing or sharing of information, please contact spriteplus@manchester.ac.uk.

6. Intellectual Property

All materials created and shared within the network, including but not limited to posts, comments, newsletters, presentations, workshop materials, reports, research outputs, and any other content produced by members, remain the intellectual property of their authors under the Copyright, Designs, and Patents Act 1988 (UK).

Where there are multiple authors or organisations involved, Copyright is jointly held by the contributing authors unless otherwise agreed in writing.

Licence Granted to SPRITE+

As a contributing SPRITE+ Member, you grant SPRITE+ a **non-exclusive, royalty-free, revocable licence** to:

- Store your content
- Use it for network-related activities
- Include it in internal communications, newsletters, or events

Notwithstanding the above uses, this licence does **not** permit SPRITE+ to publish, distribute, or share your content publicly or with external parties **without your explicit permission**.

Permission for External Use

Any use of member-created materials **outside SPRITE+ requires:**

- **Explicit permission** from SPRITE+, and
- **Explicit permission** from the author(s) of the material

This applies to all forms of content, including research outputs, presentations, written materials, and digital content.

No member or third party may use another member's work for commercial, academic, or promotional purposes without obtaining the necessary permissions.



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Protection of Member Contributions

Members agree to respect the intellectual property rights of others. This includes:

- Not copying or reproducing materials without permission
- Not sharing internal materials externally
- Not misrepresenting authorship
- Not using content in ways that breach copyright or moral rights

SPRITE+ reserves the right to take appropriate action if intellectual property is misused.

Removal of Content or Materials

As a SPRITE+ Member, you may request to have any or all your materials removed from our systems by emailing spriteplus@manchester.ac.uk.

7. Code of conduct

Expected Behaviour

The following behaviours are expected and requested of all SPRITEHub Members:

- Use welcoming and inclusive language
- Be considerate of others and respectful of differing experiences and points of view
- Adopt a constructive approach to disagreements
- Refrain from demeaning, discriminatory, or harassing behaviour and speech

Unacceptable Behaviour

The following behaviours are considered unacceptable, warranting an immediate suspension from SPRITE+:

- Violence, threats of violence or violent language directed against another person
- Sexist, racist, homophobic, transphobic, or otherwise discriminatory language
- Personal insults
- Publishing or displaying sexually explicit or violent material
- Publishing or threatening to publish other people's personally identifying information, without explicit permission
- Inappropriate or unconsented photography or recording
- Other conduct which could reasonably be considered inappropriate in a professional setting

Reporting Unacceptable Behaviour

If you believe someone has violated this Code of Conduct, we ask that you report it by emailing spriteplus@manchester.ac.uk. Alternatively, or additionally, for incidents needing a response during an event, please bring to the attention of



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the event lead, or any attending member of the SPRITE+ team. If you are unsure whether the incident is a violation of the Code of Conduct, we encourage you to report it. All reports will be kept confidential.

In your report please include:

- Your contact information
- Names of the individuals involved in the incident
- Details of when and where the incident occurred – please be as specific as possible
- Your account of what occurred - please provide any links to content / screenshots related to the incident
- Another information you believe is relevant

The SPRITE+ team will acknowledge receipt of your email and refer it to the Management Team who will review the incident to determine the most appropriate course of action. A written response will generally be provided within one week detailing what action (if any) is to be taken.

Consequences of Unacceptable Behaviour

Unacceptable behaviour from any Member will not be tolerated. Anyone engaging in the behaviours [listed above](#) will be suspended from SPRITE+ pending review by the SPRITE+ Management Team. The SPRITE+ Management Team may take any action they deem appropriate, up to and including temporary or permanent exclusion from the community without warning.

Addressing Grievances About Accusations of Unacceptable Behaviour

If you believe you have been falsely or unfairly accused of violating these Terms and Conditions, please notify spriteplus@manchester.ac.uk with a concise description of your grievance. The SPRITE+ team will acknowledge receipt of your email and refer it to the Management Team, who will review the incident to determine the most appropriate course of action. A written response will generally be provided within one week detailing what action (if any) is to be taken.

Attribution

Portions of text derived from the [Django Code of Conduct](#).



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8. Data Collected from Members

Purpose

We collect membership information to:

- Maintain an accurate directory of members
- Communicate updates, opportunities, and events
- Manage participation in network activities
- Improve the services and support offered to members

Data Stored in Airtable

The information we may store in Airtable includes:

- Your full name
- Contact details (e.g., email address)
- Professional information (e.g., role, organisation)
- Membership status and participation history
- Any additional information you voluntarily provide

We only store information that is relevant to the functioning of the network.

How Airtable Is Used

SPRITE+ uses Airtable as a secure cloud-based database platform for storing and managing membership information. Airtable acts as a **data processor**, and SPRITE+ remains the **data controller** for all personal data processed in connection with our activities.

As the data controller, SPRITE+ determines the categories of data collected, the purposes for which it is used, and the conditions under which it is accessed. Airtable provides the technical infrastructure required to store and process this data and does not access or use the data for its own purposes, except where required to do so by law.

Airtable implements industry-standard security measures, including encryption in transit and at rest. Data may be stored on servers located outside the UK; where this occurs, Airtable applies appropriate safeguards in accordance with GDPR requirements.

SPRITE+ may also store membership-related information, funding-related documentation, and contracting or finance records in Microsoft Office files or PDFs within secure University of Manchester drives. Access to all data is restricted to authorised SPRITE+ Delivery and Management team members, and to selected partners involved in co-delivering specific programmes or events.

Personal data is retained only for as long as necessary to administer SPRITE+ activities, including post-event communications, and will be deleted when no longer required and, in any case, no later than the conclusion of SPRITE+. For a detailed breakdown of our Privacy Policy and your rights, please see the [SPRITE+ Privacy Policy](#).



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9. Changes to These Terms

These Terms & Conditions may be updated periodically. Members will be informed of significant changes, and continued participation constitutes acceptance of the updated terms, unless otherwise stated.

10. Contact

If you have any questions or concerns about these Terms and Conditions, please contact spriteplus@manchester.ac.uk.



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