

CONTRIBUTION GUIDELINES

Sharing a memory of Belgrade State Bank

We are inviting people everywhere to contribute memories of Belgrade State Bank. We aim to publish a selection of memories and may keep other contributions as a historical record for future generations.

Your contribution can display your first name or initials or be anonymous

You can choose to include your first name (or your initials) with your memory contribution. If you provide these details they will be published on the digital memorial website along with your memory contribution. Or your contribution can be published anonymously.

Please do not include personal information like second or family names, postal or email addresses in your memory contribution. Including personal information may mean that we cannot publish your contribution.

What we mean by content moderation

Content moderation means that we check all contributions before publishing them to the website. Humans will moderate and make the final editorial decision. This means that someone will read your contribution before it is published to check that it meets our Terms and Conditions.

TERMS AND CONDITIONS

This page, and any pages it links to, explain the terms and conditions for submissions of content to, and use of, the Belgrade State Bank Memory Collection (also referred to as “our site” within these terms).

You must accept and agree to these terms to use the Belgrade State Bank Memory Collection.

We aim to make our site accessible to all; please see our accessibility statement (<https://www.belgradestatebank.com/accessibility-feedback>) for full details on our current standards and support.

Who we are and how to contact us

The Memory Collection is a page managed by Belgrade State Bank (**We**).

To contact us, please complete the contact form.
(<https://www.belgradestatebank.com/about-us/contact-us>)

Using the Belgrade State Bank Memory Collection

You agree to use the Belgrade State Bank Memory Collection only for lawful purposes. You must also use it in a way that does not infringe the rights of, or restrict or inhibit the use and enjoyment of, this site by anyone else.

Content you submit to the Belgrade State Bank Memory Collection

We provide an online form that invites visitors to submit written memories commemorating the history of Belgrade State Bank. We encourage you to share your memories of the first time you visited a branch, an event that happened in your local area, watching the Clydesdales in a parade, any moment that resonated with you and your reflections on what Belgrade State Bank has meant to you.

Some of these contributions will be published to the Belgrade State Bank Memory Collection. We will also ask for your email address so that we can communicate with you if needed in relation to your submission and to verify your submission before it proceeds to our moderation and review process. We will not publish your email address.

Content provided by contributing users represents their personal memories and reflects their own views and opinions at the time of submission; notwithstanding our moderation or review process, such content does not represent the views of the Belgrade State Bank Memory Collection.

Review and publication of submissions

Please submit memories in the English language only. We can only accept content which is your own original text. When you submit content you give up your moral rights to it.

Due to the expected demand, we may not be able to publish all content that is submitted to the Belgrade State Bank Memory Collection. We will review content submitted to confirm that it complies with these terms. We may change or update our moderation and review process as we receive submissions. We reserve the right at our sole discretion not to publish some or all of the content that you submit, or to edit the content of individual submissions prior to, or following, publication.

The Belgrade State Bank Memory Collection is designed to recognize the unique role and contribution of Belgrade State Bank. Please only submit content which commemorates the memory of Belgrade State Bank.

You agree that you will not submit:

- Content which is inaccurate;
- Content which is offensive, defamatory, illegal or harmful;

- Content which contains advertising or commercial material;
- Content containing information that can be used to identify an individual person (although please note comments above and below on the possibility that people may be able to identify you);
- Content that infringes someone else's intellectual property, privacy, or other rights;
- Content which refers to or comments on memories submitted by others.

You agree that you will be responsible for and indemnify us for any claims if your submission doesn't meet these requirements.

Whilst we will aim to publish submissions within a reasonable time period, there may be instances where the publication assessment takes longer. You will receive an email if your contribution will be published.

We do not intend to anonymize any submissions and acknowledge that other users of the Belgrade State Bank Memory Collection may be able to associate a submission with you. The published submissions will be made publicly available on the Belgrade State Bank Memory Collection. We will not be responsible for any adverse consequences (including any undesired attention or otherwise) that you may experience as a result of your submission and you agree not to bring any claim against us in relation to the same. We shall not be liable to you or any third party for any losses arising from your submission (whether published or otherwise).

We can remove content at our discretion, including if it does not meet the requirements set out above, to comply with applicable laws, or if we deem it appropriate to do so.

Requests to remove content that relates to you

You can ask for content to be removed from the Belgrade State Bank Memory Collection if it relates to you. You do not need to have submitted the content you would like removed. We are not required to remove content when you ask us to do so, but we will reasonably consider your request, taking into account relevant factors such as your data protection rights and the public interest.

To ask for content to be removed or amended please use the 'Contact' link at the bottom of each page on the Belgrade State Bank website. We will reply to let you know whether we will remove or amend the relevant content.

We can only remove content from the Belgrade State Bank Memory Collection, and not from any other materials which may have been published, other sites with which we have shared the content, or archived versions of the site.

If your content is removed at your own request or at our discretion, it may not be published a second time if resubmitted. We may, at our sole discretion, permit publication of resubmitted content upon request.

Rights you are giving us to use material you upload

When you submit content to our site, you grant us the following rights to use that content:

- A worldwide, non-exclusive, royalty-free, perpetual, irrevocable transferable license, together with the right to grant sub-licenses, to use, reproduce, distribute, prepare derivative works of, display, archive, and perform that content in connection with the service provided by the Belgrade State Bank Memory Collection and across different media including to promote our site or the Belgrade State Bank Memory Collection service.
- A worldwide, non-exclusive, royalty-free, perpetual, irrevocable transferable license, together with the right to grant sub-licenses, for other users, partners or advertisers to use, reproduce, distribute, prepare derivative works of, display, archive, and perform that content for their purposes.
- The right to publish, edit, crop, adjust or add our logo to your submission, without notifying you.

Sensitive information

We expect that submissions about memories of Belgrade State Bank could cover a wide range of subject matters and world events. This may include references to significant historical moments, national and international events and periods of conflict, natural disasters, political developments and other events which some individuals may find sensitive, distressing or triggering.

We may transfer this agreement to someone else

We may transfer our rights and obligations under these terms to another organization.

In this event, we will provide information about the change by an update to these terms.

Linking to the Belgrade State Bank Memory Collection

We welcome and encourage other websites to link to the Belgrade State Bank Memory Collection.

You must contact us for permission if you want to say your website is associated with the Belgrade State Bank Memory Collection.

Linking from the Belgrade State Bank Memory Collection

The Belgrade State Bank website links to websites that are managed by other service providers or other organizations. We do not have any control over the content on these third-party websites.

You agree to release us from any claims or disputes that may come from using third-party websites.

You should read all terms and conditions, privacy policies and end user licenses that relate to those third-party websites before you use them.

Using content from the Belgrade State Bank Memory Collection

We are the owner or the licensee of all intellectual property rights on the Belgrade State Bank Memory Collection site, and in the material published on it. Those works are protected by copyright laws. All such rights are reserved.

Contact us if you want to reproduce a piece of content.

Our status (and that of any identified contributors) as the authors of content on the Belgrade State Bank Memory Collection must always be acknowledged.

If you print off, copy, download, share or repost any part of the Belgrade State Bank Memory Collection site in breach of these terms of service, your right to use our site will cease immediately and you must, at our option, return or destroy any copies of the materials you have made (except that you are permitted to print off a copy of these terms of service).

Disclaimer

While we make every effort to keep the Belgrade State Bank Memory Collection up to date, we do not provide any guarantees, conditions or warranties that the information will be:

- Current;
- Secure;
- Accurate;
- Complete; or
- Free from bugs or viruses.

We do not publish advice on the Belgrade State Bank Memory Collection. You should get professional or specialist advice before doing anything on the basis of the content.

We're not liable for any loss or damage that may come from your use of the Belgrade State Bank Memory Collection. This includes:

- Any direct, indirect or consequential losses;
- Any loss or damage caused by civil wrongs ('tort', including negligence);
- The use of the Belgrade State Bank Memory Collection and any websites that are linked to or from it;
- The inability to use the Belgrade State Bank Memory Collection and any websites that are linked to or from it.

This applies if the loss or damage was foreseeable, arose in the normal course of things, or you advised us that it might happen.

This includes (but is not limited to) the loss of your income or revenue, business, data, goodwill or reputation and intangible property including loss, corruption or damage to data or any computer system.

We may still be liable for:

- death or personal injury arising from our negligence;
- fraudulent misrepresentation; and
- any other liability which cannot be excluded or limited under applicable law.

Cybersecurity and site integrity

Whilst we maintain rigorous procedural controls and sanitization protocols designed to prevent the injection of malicious scripts and ensure the integrity of our platform, we do not guarantee that our site will be entirely secure or free from bugs, vulnerabilities, or cyber-threats.

You are responsible for configuring your information technology, computer programs and platform to access the Belgrade State Bank Memory Collection. You should use your own virus protection software.

You must not introduce viruses

You must not misuse the Belgrade State Bank Memory Collection by knowingly introducing viruses, trojans, worms, logic bombs or other material that is malicious or technologically harmful.

You must not try to gain unauthorized access to our site, the server on which our site is stored or any server, computer or database connected to it.

You must not attack our site in any way.

We will report any attacks or attempts to gain unauthorized access to the Belgrade State Bank Memory Collection to the relevant law enforcement authorities and we will cooperate with those authorities and share information about you with them.

Governing law

These terms of service are governed by and construed in accordance with the laws of England and Wales.

Any dispute you have which relates to these terms of service, or your use of the Belgrade State Bank Memory Collection (whether it be contractual or non-contractual), will be subject to the exclusive jurisdiction of the courts of England and Wales.

We may make changes to these terms

We amend these terms from time to time. Every time you wish to use our site, please check these terms to ensure you understand the terms that apply at that time.

We may make changes to our site

We update the Belgrade State Bank Memory Collection all the time. We can change or remove content at any time without notice to you or other users.

We may suspend or withdraw our site

Our site is made available free of charge.

We do not guarantee that the Belgrade State Bank Memory Collection, or any content on it, will always be available or be uninterrupted. We may suspend or withdraw or restrict the availability of all or any part of our site for any reason.

You are also responsible for ensuring that all persons who access our site through your internet connection are aware of these terms of service and other applicable terms of service, and that they comply with them.