Terms of use of the eDelivery service by other users

Version 1.0
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1. The subject of regulation and the scope of application of the Regulations

The purpose of these Regulations for the use of the eDelivery service by other users (hereinafter referred to as the Regulations) is to define the terms of use of the service by unverified users who do not have a verified identity and powers of attorney on the basis of a submitted application for access to the eDelivery service.

2. General Terms of Service

2.1.   The eDelivery service allows the use of the mailbox by other users invited by the verified mailbox owner (service recipient) or a verified authorized mailbox administrator.

2.2.   The Service Recipient independently supervises and enables access to the mailbox for other users by sending an invitation to the e-mail address. The sent invitation must be accepted by the invited user by:

- confirmation of the received e-mail (click on the link),
- assigning a password to the mailbox.

2.3.   An unverified user does not have access to the qualified part of the Customer's inbox.

2.4.   Users invited by the Customer or an authorized administrator are not subject to Certum's supervision.

2.5.   The Service Recipient is the administrator of other users' personal data, which he keeps in his inbox.

2.6.   An invited user with access to the Customer's mailbox has the option of sending messages on behalf of the Customer.

2.7.   Certum does not verify actions taken by invited users on the Customer's mailbox.

3. Types of invited users:

The service recipient or authorized administrator can grant the following permissions to the mailbox to other invited users:

a) **Invited User** - will be able to send and receive messages on behalf of the Service Recipient (owner of the mailbox).
b) **The invited user - reading** - will be able to read received messages (without the possibility of sending).
c) **Invited (suspended) user** - cannot perform any actions on the mailbox.
d) **Invited user - read (suspended)** - cannot read any messages in the mailbox.
e) **Invited User (Unconfirmed)** - a user to whom an invitation has been sent, but he has not yet started the process of accessing the mailbox (he has not received the e-mail with the invitation, has not clicked on the link, has not given the password).

f) **Invited user - read (Unconfirmed)** - a user to whom an invitation has been sent, but he has not yet started the process of accessing the mailbox (he has not received the e-mail with the invitation, has not clicked on the link, has not given the password).

4. Permissions of unverified users:

4.1.   A user who is not verified as part of access to a box or a box integrated with the client's document flow system (EZD) will have access to:

a) Messages downloaded on behalf of the recipient (box owner),
b) Messages sent on behalf of the recipient (box owner),
c) Working messages - only within the EZD system made available.

4.2.   An unverified User, depending on the rights granted by the Service Recipient, will have the right to:

a) Sending and receiving messages on behalf of the Service Recipient,
b) will be able to read received messages (without sending).

4.3.   An unverified user logs in to a website other than the Service Recipient.

5. Evidence of shipments made by an unverified user

All proofs made by unverified users, transferred to a service that is not an RDE service, will show the Service Recipient and not the unverified user. Type F evidence will be generated:

a) F.1 -Transfer to a non-RDE service,
b) F.2 - Error transferring to a non-RDE service,
c) F.3 - Receipt of the shipment by a non-RDE service.

6. Glossary

F-type evidence - evidence related to connections with systems other than the RDE service, provided by the eDoreczenia service, evidence for sending and receiving shipments.

EZD – an external document flow system located directly in the client's infrastructure.

Customer – a natural person applying for access to the service and for whom access has been granted.

RDE - registered electronic delivery service. It can be a public service as well as a qualified one. The service is used by the sender and the recipient who are registered according to the selected RDE service.

Unauthenticated User - a natural person or a related natural person with a legal person whose access to the eDelivery service was granted by the recipient of the service, the owner or authorized administrator of the mailbox.

7. Documentary history

Document revision history		
1.0	November 15th, 2022	Development of the document.