



Summary of Conditions of Use

By Accessing and using GG Portal, you agree:

1. (a) To use the pages and functionality provided on the GG Portal pages for the sole purpose of submitting genealogical information to Grange Genealogy,

and (b) to use the functionality given by access, to communicate with Grange Genealogy.

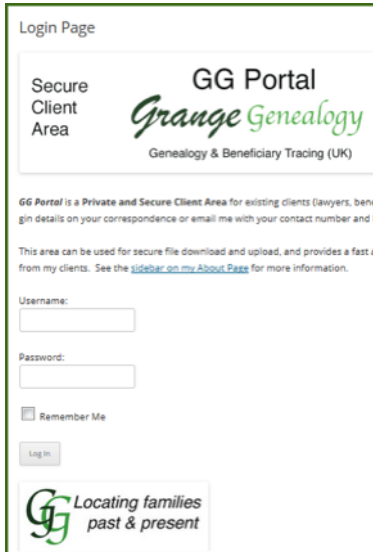
2. That the information you provide to us, will be used for the lawful purpose of completing the administration of the relevant estate or research project, including disclosure to the lawful executor or administrator, or trustee, or lawfully appointed agent, or any other agent Grange Genealogy deems necessary to employ to aid its enquiries to complete its instructed tasks.

3. That the facilities provided will not be used for any illegal or fraudulent purposes, including hacking the functionality provided, and will not be used to contact other persons with whom Grange Genealogy is conducting its business or for whom it is also providing access to GG Portal, for any purpose.

Grange Genealogy provides the Portal for the use and information of its clients, agents and located persons, to facilitate secure, reliable and faster transfer of information. Access is granted on the understanding that users will use the facilities solely for this purpose. **The full terms and conditions of use are available at www.grangegenealogy.co.uk on the Login Page.**

Register at: www.grangegenealogy.co.uk/portal/register

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For the Technologically Challenged - a solution: Call or write, technology is not everything!

To see more about our services visit the website, write or call:



www.grangegenealogy.co.uk



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01773 835171

Scan the QR code for the GG Portal Login Page.
Grange Genealogy is part of Migrange Services Limited, company registered in England & Wales no 07468452.



Grange Genealogy

www.grangegenealogy.co.uk

Personal Information & Security

A secure way to transfer information via the Internet.



Use & Benefits of Grange Genealogy Portal (GG Portal) for clients, lawyers and beneficiaries

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Your Concerns...

Security of personal information is of paramount importance, and this needs to be safeguarded. Grange Genealogy has taken steps to secure such information when requested or when provided by its clients and beneficiaries it contacts.

It is necessary as part of its work for Grange Genealogy to request copies of birth, marriage and death certificates, Wills and divorce papers, and these have to be transferred to us.

making more secure

Apart from its usual precautions with information or documents in its possession, Grange Genealogy has sought to make more secure the transmission of information (including documentation) that is done via electronic means.

encouraging faster information transfer

Grange Genealogy also wishes to encourage the use of modern electronic media to speed up the transfer of information, which by conventional means can slow down progress on research and locating beneficiaries, adding weeks to a research or tracing task.

Ubiquitous email

Email can be a quick and extremely useful tool for everyone to use to pass information, but its security weaknesses are well known - ordinary emails are not secure and can be intercepted easily, as well as easily mis-directed, or copied to the wrong recipient(s). Emails can be secured by encryption - but this requires more software and licencing that most people do not have access too or desire. Information sent often remains in an inbox for months even years, and can be found by anyone sitting at the computer, or who can login to the email account.



Our Solution - **GG Portal** Secure Access

Enables secure transfer of information to and from us that clients,

lawyers, business users and member of the public can use alike, without having to install software or take other time consuming precautions.

GG Portal is accessed via a login page on our website, and is secured by the **website standard secure protocol 'https'**, ensuring that neither your username/password nor any file transferred can be read even if intercepted in transit, as this provides for encryption of data in transit. This is a common and widely used security measure that Grange Genealogy is pleased to employ for its clients.



GG Portal Login page:

<https://www.grangegenealogy.co.uk/portal/login>

What You Will Need

Access to the Internet, and an email address. You can use an email of a family member (with permission) as this will be used to notify you of information you need to see or replies to your messages, you will need to login to see documents or replies.

A username and password provided by us - supplied to you on a slip entitled GG Portal Login Information. If you mislaid it: give Mark a call or email him with your contact number.

Register on the website yourself: go to the Registration page (links are on the Login page, www.grangegenealogy.co.uk/portal/register and complete the form. Details will be sent to me and I will grant access (you may have a short delay while I do this). Registering is a secure process.

GG Portal is a **one page secure access area** that enables the uploading and downloading of files and a messaging function for passing short messages or information snippets to and from Grange Genealogy. **Files and Messages are not transmitted over the Internet and remain on the website, until downloaded or read/deleted.** You will receive notification of a new file or message (but not the content) via email, and you can login to the website to see/read the content.

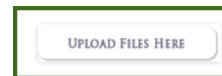
Help is available...

Help files are provided online once you are logged in, and these can be printed off if you need to do this. You can always get your family to help to navigate initially!

See the next page for some examples and images from the website of what can be done.

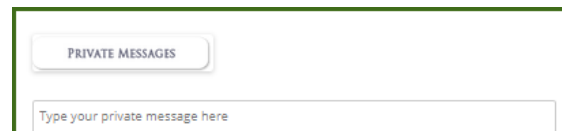
What You Can Do...

1. Send scanned copies of birth, marriage or death certificates, or any other documents. Scanning can be done easily now from many home or office printers: scan yours in and login and upload to GG Portal, and we have it: *as soon as you send it!*

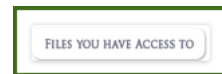


2. Send your letter or notes of what you can recall or know about the family we have asked about: scan your notes or type out on your computer and login and upload. We get notified when you do this so we won't mis it!

3. Request further information from Mark via our secure messaging facility: this will get to Mark as soon as you send it, where-ever he is!



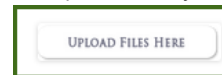
4. See how far our enquiries are going, by checking our latest update available online.



5. See a map of where we have traced beneficiaries, and if you are a client, see details of what has been found and what is ongoing.

Use the Files You Have Access To section to do this.

6. Upload your research request with documents so Mark can check through the details and provide a quotation for you.



Mark Irving is the Director, and he believes in offering a local professional service that will produce results without hassle. To speak directly to him, call 01773 835171 or email, mark@grangegenealogy.co.uk, or see the website!