

DATA USE AGREEMENT

PARTIES

- (1) Education Development Trust, of Highbridge House, 16-18 Duke Street, Reading RG1 4RU (“Education Development Trust”) (“the Data Recipient”)
- (2) The User (Data Controller)

BACKGROUND

- (A) The User is the holder of certain information relating to individuals and/or by which living individuals may be identified, particularly including information regarding trustees, employees, members and partners or clients of the User (“Personal Data”)
- (B) The User wishes to share, by reason of the contractual arrangement between the User and Education Development Trust governing the use of the Partnership Development Tool, (Existing Contract), the Personal Data with Education Development Trust and the Data Recipient has agreed to receive the Personal Data (as defined below) and to use, hold, analyse, reproduce or otherwise process the Personal Data on the terms below

AGREED TERMS

1. The Data Recipient shall:
 - a. Process the Personal Data only in accordance with instructions from the User to perform its obligations to the User;
 - b. ensure that at all times it has in place appropriate technical and organisational measures to guard against unauthorised or unlawful processing of the Personal Data and/or accidental loss, destruction, or damage to the Personal Data;
 - c. not disclose or transfer the Personal Data to any third party or other personnel unless necessary for the performance of the Data Recipient’s role in connection with the User or with the prior written consent of the User
 - d. take reasonable steps to ensure the reliability and integrity of any other persons who have access to the Personal Data and ensure that such persons are aware of and comply with the Data Recipient’s duties under this agreement.
2. The Data Recipient shall comply in all respects with Education Development Trust’s policy regarding data protection insofar as it relates to the processing of the Personal Data by the Data Recipient.
3. The Data Recipient shall only store Personal Data that it is necessary to store or keep, and then only for as long as it is necessary to do so for the proper performance of the Data Recipient’s contract with the User

Schedule

Summary of the subject-matter of the data	Data required to be processed by the Data Recipient in order to perform the Data Recipient's function under the Existing Contract with the User.
Length of time that the processing will continue	For the length of time that the Existing Contract with the User is in place, and for an appropriate period following expiry (6 years unless the User is notified it will be needed for longer) after which time it will be destroyed.
Nature and purpose of the processing	The processing is necessary to enable the Data Recipient to perform its functions under the Existing Contract with User and includes holding, storing, analysing, and otherwise making use of the data.
Type(s) of personal data that will be processed	Names, addresses, email addresses, telephone numbers, dates of birth, actions and decisions taken by the individual, locations, dates and intentions of the individual, emails and documents sent to or from and created by the individual.
Categories of data subjects whose personal data will be processed	Employees, suppliers, partners, contractors, other individuals as required by the under the Existing Contract with Education Development Trust
Subcontractors or other companies to whom the Data Recipient may provide the Personal Data	Applecado Ltd. (website development company and host)