

## **New Media Learning Ltd. Data Sharing Agreement**

### **Introduction**

When the representative of a school places and order for 4Matrix via our website they will need to indicate that they are prepared to accept our terms and conditions including our Data Protection Statement.

In practice, our Data Sharing Agreement is an acknowledgement that we will store the Subscription Information which has been voluntary by the school on placing an order, for the purpose of operating a licence for the software for the school and communicating with the contact person(s) when necessary. The Subscription Information will be the name, title and email address of one or more contact persons. This information will be subject to our Data Protection Statement.

([www.4matrix.org/GDPR](http://www.4matrix.org/GDPR)) We will meet our obligations under the General Data Protection Regulation by adherence to our Data Protection Policy ([www.4matrix.org/policy](http://www.4matrix.org/policy)).

### **Why our Data Protection Policy exists**

This data protection policy ensures New Media Learning Ltd

- Complies with data protection law and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

### **The Data Sharing Agreement**

#### **Whereas:**

In placing and order for the Software, you will voluntarily provide information about the school contact person to include name, job title and email address, plus similar optional information for the finance department and the data manager.

We will store this information for the purpose of contacting the school about the licence and its expiry date, to notify the school of available updates, and to send out a newsletter if required.

We will handle this information according to our Data Protection Policy and our Data Protection Statement.

#### **Therefore:**

You, as an authorised representative of the school, agree that we can store this information for the purposes described above and that we will handle this information according to our Data Protection Policy and our Data Protection Statement.

You acknowledge that consent has been sort and given to use the contact information of all persons whose details are listed on our order form.

## Accepting the Data Sharing Agreement

When an authorised member of a school places an order for 4Matrix on our website they will voluntarily complete a form, providing a contact name, their job title and email address. As an option they may provide the same details for a finance contact and a data manager contact. They may also provide email addresses for those who they wish to receive our newsletter.

On the form there will be a statement requiring a tick box being selected to acknowledge agreement to New Media Learning Ltd. holding this information.

## Not accepting the Data Sharing Agreement

If having read our terms and conditions you decide that you do not wish to acknowledge this agreement then you should not tick the relevant box to this effect and not continue to place an order for the Software at this time.

We invite you to contact us at [info@4matrix.com](mailto:info@4matrix.com) setting out any questions that you may have about data protection arrangements, and we will do our best to provide answers in order to reach an agreement.

If you do not wish to use our online order system for agreeing to the Data Sharing Agreement but would prefer to use this document as a record of the agreement, then you may sign below and return a copy to us for our signature.

A Data Sharing Agreement between

School name : .....

School representative: .....

Signature: .....

And

Representative of New Media Learning Ltd: .....

Signature .....

Whereby both parties agree to the sharing of Data as described in this document.

Two signed copies of this document should be sent to Mike Bostock, Director, New Media Learning, 40 Longaford Way, Hutton Mount, Brentwood, Essex where it will be signed, one copy retained, and one signed copy returned for the school records.