

# DATA USE AGREEMENT

## Parties:

- MN Support Services Limited, of The Linen House, 253 Kilburn Lane, London W10 4BQ
- (the Data Recipient)

## Background:

- The MN Support Services Limited 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 MN Support Services Limited (“Personal Data”)
- The MN Support Services Limited wishes to share the Personal Data with the Data Recipient 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 set out in this agreement.

## Agreed Terms:

1. The Data Recipient shall:
  - a) Process the Personal Data only in accordance with instructions from MN Support Services Limited to perform its obligations to MN Support Services Limited;
  - b) ensure that at all times it has in place appropriate technical and organizational measures to guard against unauthorized 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 MN Support Services Limited or with the prior written consent of the MN Support Services Limited
  - 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 MN Support Services Limited’s policy regarding data protection insofar as it relates to the processing of the Personal Data by the Data Recipient including cooperating with MN Support Services Limited with the rights of individuals such as Data Subject Access Requests.
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 role with MN Support Services