

3DCrowd UK Data Processing Agreement

This Agreement is made between you in your capacity as a volunteer performing administration and coordination services as part of the 3D Crowd project (the “**Volunteer Admin/Coordinator**”) and 3D Crowd CIC, a Community Interest Company registered in England with number 12535979 and having its registered office at 254 Pentonville Road Suite 305, London, England, N1 9JY (“**3DCrowd**”). This Agreement forms part of, and is incorporated into, the Terms of Service agreed between the parties.

If the Volunteer Admin/Coordinator is accepting this Agreement on behalf of their company or organisation, then the Volunteer Admin/Coordinator confirms that they have appropriate authority to do so.

1. DEFINITIONS

- 1.1 **Controller, Processor, Data Subject, Personal Data, Personal Data Breach, processing and appropriate technical and organisational measures:** as defined in the Data Protection Legislation.
- 1.2 **Data Protection Legislation:** all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426), in each case as amended or replaced from time to time.
- 1.3 **End User:** the recipients and users of personal protective equipment, such as hospitals, care homes (and similar) together with their workers.
- 1.4 **Services and Data:** as defined in the Schedule.
- 1.5 **Third Party Supplier:** a third party company supplying goods or services to 3DCrowd to assist with the supply of personal protective equipment.
- 1.6 Other capitalised terms not defined here: as defined in the document **3D Crowd - Terms of Service, Volunteer Admin/Coordinators** (the “**Terms of Service**”).

2. DATA PROTECTION

- 2.1 Both parties will comply with all applicable requirements of the Data Protection Legislation.
- 2.2 The parties acknowledge that for the purposes of the Data Protection Legislation, the 3DCrowd is the Controller and the Volunteer Admin/Coordinator is the Processor.
- 2.3 The scope, nature and purpose of processing by the Volunteer Admin/Coordinator, the duration of the processing and the types of Personal Data and categories of Data Subject are set out in the attached Schedule.
- 2.4 3DCrowd will ensure that it has all necessary consents and notices in place to enable lawful transfer of the Personal Data to the Volunteer Admin/Coordinator for the duration and purposes of this Agreement.
- 2.5 The Volunteer Admin/Coordinator shall, in relation to any Personal Data processed under the Terms of Service and this Agreement:
 - (a) only process the Data as strictly necessary to provide the Service, or as otherwise instructed in writing by 3DCrowd;
 - (b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by 3DCrowd, to protect against unauthorised or unlawful processing of Personal Data and/or a Personal Data Breach, appropriate to the harm that might result;
 - (c) if the Volunteer Admin/Coordinator is a company or organisation, ensure that all personnel who process Personal Data are obliged to keep the Personal Data confidential;
 - (d) not transfer any Personal Data outside of the United Kingdom or European Economic Area without the prior written consent of 3DCrowd;

- (e) pass any requests relating to Data Subjects' rights to 3DCrowd as soon as practicable without responding directly unless 3DCrowd provides written permission, and assist 3DCrowd, at 3DCrowd's cost, in responding to any such requests;
- (f) assist 3DCrowd, at 3DCrowd's cost, in ensuring compliance with its obligations under Data Protection Legislation with respect to security, data protection impact assessments and consultations with supervisory authorities;
- (g) notify 3DCrowd without undue delay on becoming aware of a Personal Data Breach;
- (h) at the written direction of 3DCrowd, delete or return Personal Data and copies thereof to 3DCrowd on termination of the Agreement; and
- (i) provide to 3DCrowd on request all information necessary to demonstrate its compliance with this Agreement.
- (j) 3DCrowd does not consent to the Volunteer Admin/Coordinator appointing any third party processor of Personal Data under this Agreement, with the exception of the use of mainstream consumer-facing products that are considered market standard in the UK e.g. Gmail, Amazon Web Services.

2.6 This Agreement will terminate upon: (i) termination or expiry of the Terms of Service (howsoever caused); or (ii) when the Volunteer Admin/Coordinator stops processing Personal Data on behalf of 3DCrowd, whichever comes later. Termination of this Agreement shall be without prejudice to the rights of either party that have accrued prior to such termination.

SCHEDULE **Details of the processing**

The Volunteer Admin/Coordinator will process the Personal Data detailed below to facilitate the collection, assembly and delivery of personal protective equipment produced by Volunteer Members for 3DCrowd ("**Service**").

The subject-matter of the processing.

The purpose of processing is to facilitate the coordination and delivery of home-printed equipment during the current pandemic. Volunteer Admin/Coordinators will travel to Volunteer Members' and/or Third Party Suppliers' premises to collect equipment and distribute it to End Users, which necessarily involves processing Personal Data.

The duration of the processing.

As detailed in the Terms of Service or until notified by 3DCrowd.

The nature and purpose of the processing.

Volunteer Members will receive contact details of Volunteer Members, individuals representing Third Party Suppliers and End Users in order to collect and deliver equipment.

The type of Personal Data.

Name, address, phone number, email address and any other contact details reasonably required.

Sensitive Personal Data is not intentionally processed but incidentally may be to ensure the wellbeing of Volunteer Admin/Coordinators during the pandemic.

The categories of Data Subjects.

Volunteer Admin/Coordinators, Volunteer Members, individuals representing Third Party Suppliers and End Users, and all of their staff and representatives.