

BEIS/

Spark Collaboration (Non-profit subscription)

Agreement

23 May 2022

Submitted by:



President, Trackmind Solutions LLC

Contact Details

Trackmind Solutions LLC

Attention:

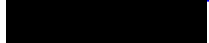


100 Franklin Square Dr, #400

Somerset, NJ 08873

United States of America

<http://www.trackmind.com>



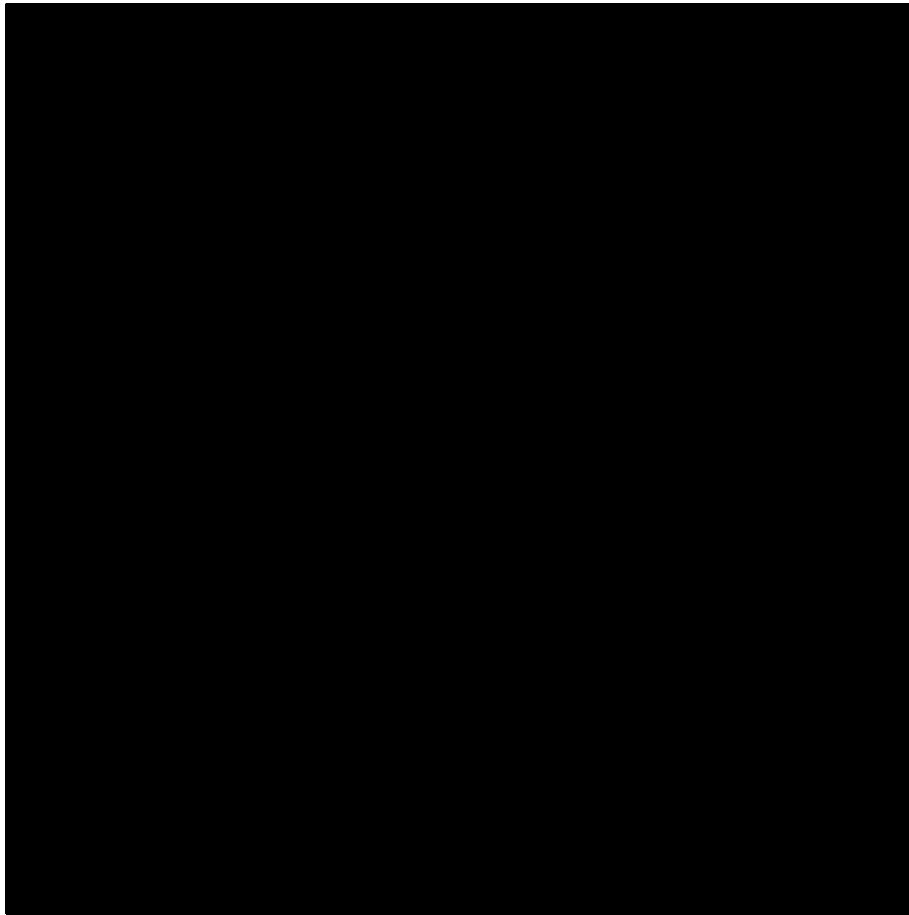
Introduction

Spark Collaboration is a unique software as service (SaaS) platform based on insights from network science that helps organizations connect their employees to share ideas that lead to greater innovation, productivity, and engagement.

The following represents the Agreement for BEIS to license the use of Spark Collaboration from Trackmind Solutions.

Fees

This amended agreement introduces additional tranches of users found in the original agreement from [REDACTED] all the way up to [REDACTED] users. All other terms remain the same.



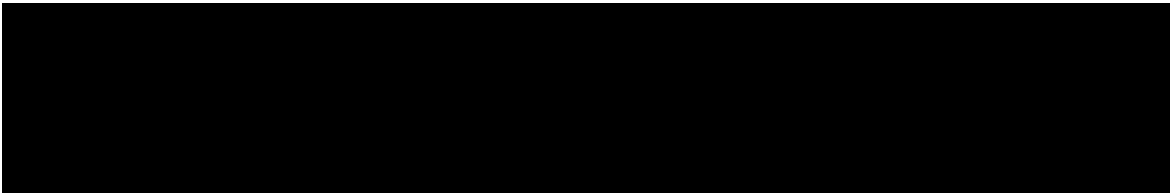
Set up costs & professional services for additional consulting:

1. Set up & Success Start (train up to 3 Administrators): [REDACTED]. Not for existing clients.
2. Additional consulting services: [REDACTED] Additional training and consulting.

Upgrading Process:

If you go over your initial plan, you will be charged extra during your current, paid-up term when your active user count exceeds beyond the lower limit of the next level. The rate will be the lower limit of the highest level reached and will be prorated beginning the following month until the end of your initial plan term.

Examples:



The current agreement is effective 1 June 2022 and terminates on 30 November 2023. It covers up to [REDACTED] users at a total cost of [REDACTED]

The following terms govern service level agreements related to support requested by BEIS:

1. Deletion Requests – BEIS personnel will send within 5 working days of the end of each month, and Spark will complete within 10 working days of receipt.
2. Account Status Updates (reactivating accounts that are showing as bounced) - BEIS personnel will send within 5 working days of the end of each month, and Spark will complete within 10 working days of receipt.
3. Monthly Feedback Reports – BEIS personnel will receive them within 10 working days, following the end of each month.
4. Ad Hoc Requests – BEIS and Spark will review each request and agree on course of action together with completion dates, which Spark will abide by.

Trackmind Solutions

[REDACTED]

[REDACTED]

Signature

Name Printed

Title

Date of Signature

Client

[REDACTED]

[REDACTED]

CDIO

26th May 2022

GDPR Information

Annex 1: Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Buyer at its absolute discretion.

1.1 The contact details of the Buyer's Data Protection Officer are: [REDACTED]
BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET

Email: [REDACTED]

1.2 The contact details of the Supplier's Data Protection Officer are: [REDACTED] Data Protection Officer, Trackmind Solutions, 100 Franklin Square Dr, #400 | Somerset, NJ 08873 USA

Email: [REDACTED]

1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.4 Any such further instructions shall be incorporated into this Annex.

Descriptions	Details
Identity of Controller for each Category of Personal Data	<p>The Buyer (BEIS) is Controller and the Supplier (Spark Collaboration) is Processor</p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <p>Information collected:</p> <ul style="list-style-type: none"> • Account information • User Content • Email Communication • Device and Application Data • IP Address Information

	<p>Account Information/user content:</p> <p>Name, password, and email address, and optionally description, profile picture, and/or social media handles. This information is provided directly by the data subject.</p> <p>The legitimate basis for processing a data subject's personal information is their consent.</p> <p>Spark receives and records information from a user's web browser when they interact with the service, including a user's IP address and cookie information. This information is used for fighting spam/malware and also to facilitate collection of data concerning a user's interaction with the service.</p> <p>Cookies are used to enable Spark to recognize a user's web browser and tell the system how and when a user visits the site and use the Services through the Internet.</p> <p>Spark's data is housed in the Amazon Cloud, none of it is held on premises.</p> <p>Spark use several types of scanning tools, including Qualys Web App Scanning to check for security vulnerabilities on the platform. Access to their servers hosted at Amazon is IP restricted to two locations.</p> <p>Spark receives and records information from a user's web browser when they interact with the service, including a user's IP address and cookie information. This information is used for fighting spam/malware and also to facilitate collection of data concerning a user's interaction with the service.</p> <p>Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer's duties under the Contract) for which the Buyer is the Controller:</p> <p>See 1.1</p>
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	Spark confirms that their processes and Privacy Policy reflect the standards established by GDPR.
Duration of the Processing	From 1/6/2022 to 30/11/2023, or as extended by mutual agreement
Nature and purposes of the Processing	<p>The nature of the processing means any operation such as the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</p> <p>The purpose of the processing is to randomly match participants in the BEIS and Civil Service Coffee Connect Schemes on a regular basis, so they can contact each other and share ideas and experiences.</p> <p>The matching is carried out via the Spark Collaboration system. The resulting conversations take place separately (not via Spark).</p> <p>Users can opt in or out of matching at any point.</p>
Type of Personal Data	<p>See information collected (Identity of Controller for each category of personal data).</p> <p>No special category personal data is requested, collected or processed.</p> <p>Personal data is provided directly by data subjects</p>
Categories of Data Subject	BEIS Staff and Civil Servants in OGDs, staff (including volunteers, agents and temporary workers)
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	The data will be retained by the Contractor for the duration of the agreement, subject to any extension, following which the Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and

	<p>erase from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract.</p> <p>The Contractor will certify to the Authority that it has completed such deletion.</p>
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