



Department
for Environment
Food & Rural Affairs

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NLA Media Access Ltd
Mount Pleasant House
Lonsdale Gardens
Tunbridge Wells
TN1 1HJ

Your ref:
Our ref: C12991
Date: 21/03/2023

Attn: [REDACTED]
By email to: [REDACTED]

Dear [REDACTED],
Supply of NLA Licence

Following your proposal for the supply of the Simplified Licence relating to media access to the Department for Environment, Food and Rural Affairs, we are pleased to confirm our intention to award this contract to you.

The attached contract conditions and Annex 1 set out the terms of the contract between the Department for the Environment, Food and Rural Affairs as the Authority and NLA Media Access Ltd as the Supplier for the provision of the deliverables set out in Annex 1.

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the deliverables. Please confirm your acceptance of the Conditions by signing and returning this letter will create a binding contract between us. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

Signed for and on behalf of the Supplier:

Signed for and on behalf of the Buyer:

Yours faithfully,

[REDACTED]



Supporting journalism

Simplified Licence Terms

Terms and Conditions

1. Definitions Used In These Terms

“Affiliate”:

a company which the Licensee has included in the Licence Details and is: (i) a subsidiary of the Licensee; (ii) a holding company of the Licensee; or (iii) a subsidiary of any such holding company of the Licensee;

“Article”:

an article (whether in paper or digital format) in an NLA Publication or on an NLA Publisher Website, including without limitation: (i) articles, artistic works or other items; or (ii) a copy of the whole or part (including the headline) of such an article, artistic work or other item;

“Bronze Level”:

the Permitted Acts set out in clause 3 of these Terms;

“Bronze Level Fee”:

the applicable fee for the Bronze Level, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Business Day”

any day other than Saturday, Sunday or a bank holiday in England;

“Business Hours”

9.00am to 5.00pm Monday to Friday on a day that is not a bank holiday in England;

“Commencement Date”:

the licence start date specified in the Licence Details;

“Digital Article”:

an Article in a digital format excluding Web Media Monitoring Material;

“Data Protection Law”:

the UK General Data Protection Regulation, the Data Protection Act 2018 and other applicable data protection law as amended and updated from time to time;

“Declaration”:

a declaration signed by the Licensee confirming that all Licensed Activities have ceased;

“Extended Access”:

the Permitted Acts set out in clause 7 of these Terms;

“Extended Access Fee”:

the fee payable for Extended Access, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Extended Access Period”:

a period of up to 365 days from the date of publication of the Article as long as the Licensee continues to hold Extended Access;

“External User”

a third party individual who is contracted to provide professional services to a Licensed Party;

“Franchise”

a contractual relationship under which the Licensee grants individual franchisees the right, and imposes the obligation, to conduct business in accordance with a particular business model and concept. This relationship permits the individual franchisee, in exchange for direct or indirect financial consideration, to use the Licensee's trade name and/or trade mark, know-how, business and technical methods, procedural system, and other industrial and/or intellectual property rights;

“Franchisees”

where the Licensee has opted to include a Franchise in the Licence Details, all franchisees of such Franchise;

“Frequent”:

on a regular basis and/or where there is: (a) a pre-determined set of recipients; (b) a structure; or (c) a pattern, including in respect of frequency (e.g. weekly, monthly, quarterly etc);

“Gold Level”

the Permitted Acts set out in clauses 3 and 6 of these Terms;

“Gold Level Fee”:

the applicable fee for the Gold Level, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Indefinite Access”

the Permitted Acts set out in clause 8 of these Terms;

“Indefinite Access Fee”:

the fee payable for Indefinite Access, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Indefinite Access Period”:

an indefinite period from the date of publication of the Article as long as the Licensee continues to hold Indefinite Access;

“Indemnity Fee”:

the fee payable in respect of past copying, as determined in accordance with the applicable Price List(s) which is/ are current at the time the fee is calculated;

“Initial Term”:

the initial 12 month period specified in the Licence Details;

“Internal Use”:

use by Staff for internal communication purposes within the Licensed Party's business, excluding, for the avoidance of doubt (and without limitation), use for any external purpose including publicity or advertising purposes;

“Licence Details”:

the Simplified Licence application form and Affiliates appendix completed by the Licensee when entering into these Terms, together with the Renewals Form;

“Licence Fee”:

the applicable fee for the Permitted Acts payable from the Commencement Date in respect of ongoing copying, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Licensed Activities”:

the permitted acts listed in clauses 3 to 8, as applicable;

“Licensed Parties”:

the Licensee, the Affiliates and/or the Franchisees;

“Licensee”:

the licensed entity entering into these Terms, as described in the most recently provided Licence Details;

“MMO”:

any one or more media monitoring organisation(s) (for example, a press cuttings agency and/or a web aggregator service) or other entity with whom any of the Licensed Parties has entered into an arrangement under which the organisation(s) will provide Web Media Monitoring Materials to such Licensed Party, as permitted by these Terms;

“NLA”:

NLA media access Limited registered in England and Wales under Company Number 03003569 whose registered office is at Mount Pleasant House, Lonsdale Gardens, Tunbridge Wells, Kent TN11 1HJ;

“NLA Publication”:

a hard copy publication included in NLA licences from time to time, details of which can be found at www.nlamediaaccess.com;

“NLA Publisher Website”:

each of the websites included in NLA licences from time to time, details of which can be found at www.nlamediaaccess.com;

“Occasional”:

on an ad hoc basis with no repeated or pre-determined structure, set of recipients or pattern, including in respect of frequency (e.g. monthly, weekly, quarterly etc.);

“Paper Article”:

an Article in paper format;

“Permitted Act”:

any of the individual acts permitted to be undertaken by the Licensed Parties as set out in these Terms as applicable depending on the extent of licence opted for by the Licensee in the Licence Details;

“Publication List”

the list of NLA Publications and NLA Publisher Websites at www.nlamediaaccess.com;

“Price List”:

the list(s) of NLA's prices from time to time in force which are applicable to the Permitted Acts for which the Licensee has opted to be licensed, as set out in the most recently provided Licence Details, copies of which are available from www.nlamediaaccess.com;

“Professional Partnership”:

a partnership comprised of partners who are members of a professional body;

“Renewal Date”:

the first anniversary of the Commencement Date and every anniversary thereafter.

“Renewal Period”

a period of 12 months;

“Renewals Form”

the renewals form entered into on or around the Renewal Date containing details of any amendments made to the Simplified Licence application form;

“Silver Level”

the Permitted Acts set out in clauses 3 and 4 of these Terms;

“Silver Level Fee”

the applicable fee for the Silver Level, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Silver Plus Level”:

the Permitted Acts set out in clauses 3 and 5 of these Terms;

“Silver Plus Level Fee”:

the applicable fee for the Silver Plus Level, as determined in accordance with the criteria set out in the Price List and the Licence Details;

“Staff”

(i) employees of the Licensed Parties; (ii) directors of the Licensed Parties; and (iii) where one or more of the Licensed Parties is a Limited Liability Partnership, partners in such Licensed Party;

“Terms”:

these NLA Simplified Licence Terms, the Licence Details, all applicable Price List(s) and any and all other documents referred to in any of these documents;

“Web End User Licence”

the NLA Web End User Licence granting permission to receive alerts and links to NLA represented content on publisher websites; and

“Web Media Monitoring Material”:

a hyperlink to an Article on an NLA Publisher Website with (if any) (i) accompanying text extract, relating to the Article and (ii) associated metadata relating to the Article (including, without limitation, bylines, website name and word count), all as supplied to the Licensed Parties and/or their Staff by a MMO.

Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

2. THE RIGHTS GRANTED

Subject to the Licensed Parties complying with their obligations and the limitations set out herein, NLA hereby grants the Licensed Parties a non-exclusive licence to carry out the Permitted Acts set out in clause 3 below, together with such of the Permitted Acts set out in clauses 4, 5, 6, 7 and/or 8 as the Licensee has opted to include in its licence, as set out in the Licence Details.

3. PERMITTED ACTS: ALL LICENSEES (BRONZE LEVEL)

In consideration of the payment of the Licence Fee and subject to the parameters set out in the Price List and the Licence Details, NLA grants the Licensed Parties the non-exclusive rights to:

3.1 do the following on an Occasional basis for the purpose of Internal Use:

- 3.1.1 make photocopies of Paper Articles;
- 3.1.2 fax Paper Articles;
- 3.1.3 scan Articles from NLA Publications and print out and scan Articles from NLA Publisher Websites (other than those marked “ND” in the Publication List);
- 3.1.4 print Digital Articles and Web Media Monitoring Material;
- 3.1.5 retrieve and display each Article displayed on an NLA Publisher Website on screen; and
- 3.1.6 electronically copy and paste Digital Articles into an e-mail or other document and/or make such e-mail or other document available electronically to Staff and for the Staff to receive, retrieve and display such Digital Articles;

3.2 receive, retrieve, display and make up to 999 links to Web Media Monitoring Material available to Staff for the purpose of Internal Use in the United Kingdom;

3.3 for the purpose of Internal Use, systematically self-source and make links to Articles from NLA Publisher Websites (including headlines) available to Staff on a Frequent basis (excluding, for the avoidance of doubt, Web Media Monitoring Material);

3.4 if a Licensed Party is a Professional Partnership it may, on an Occasional basis, provide copies of Articles to its clients; and

3.5 provide one copy of Articles to the Licensed Party's media evaluation advisor, solely for the purposes of that advisor providing media evaluation advice.

4. PERMITTED ACTS: SILVER LEVEL

4.1 In addition to the rights set out in clause 3, if the Licensee opts in the Licence Details to purchase the Silver Level, then in consideration of the payment of the Silver Level Fee and subject to the parameters set out in the Price List and the Licence Details, NLA grants the Licensed Parties the non-exclusive rights to:

- 4.1.1 undertake the Permitted Acts set out in clauses 3.1.1 to 3.1.6 on a Frequent basis for the purpose of Internal Use by: (i) up to 1% of Staff; or (ii) 50 Staff, whichever is greater;
- 4.1.2 receive, retrieve, display and make Web Media Monitoring Material available to: (i) up to 1% of Staff; or (ii) 50 Staff (whichever is greater), for the purpose of Internal Use in the United Kingdom; and
- 4.1.3 provide one copy of any one or more Articles to one External User per year and for such External User to receive and, to the extent relevant, open, retrieve and display such Articles solely for the purpose of providing professional services to the Licensed Parties, provided always that such Articles are accompanied by a notice stating “*This content has been produced under licence by [name of Licensee]. It is protected by copyright. No further copies may be made except under licence from NLA media access Limited*”.

4.2 The Licensee shall once a year provide to NLA the name of the single External User to whom copies of Articles are supplied in accordance with clause 4.1 3.

5. PERMITTED ACTS: SILVER PLUS LEVEL

5.1 In addition to the rights set out in clause 3, if the Licensee opts in the Licence Details to purchase the Silver Plus Level, then in consideration of the payment of the Silver Plus Level Fee and subject to the parameters set out in the Price List and the Licence Details, NLA grants the Licensed Parties the non-exclusive rights to:

5.1.1 undertake the Permitted Acts set out in clauses 3.1.1 to 3.1.6 on a Frequent basis for the purpose of Internal Use by: (i) up to 5% of Staff; or (ii) 100 Staff, whichever is greater;

5.1.2 receive, retrieve, display and make Web Media Monitoring Material available to: (i) up to 5% of Staff; or (ii) 100 Staff (whichever is greater), for the purpose of Internal Use in the United Kingdom; and

5.1.3 provide one copy of any one or more Articles to up to five External Users per year and for such External Users to receive and, to the extent relevant, open, retrieve and display such Articles solely for the purpose of providing professional services to the Licensed Parties, provided always that such Articles are accompanied by a notice stating “*This content has been produced under licence by [name of Licensee]. It is protected by copyright. No further copies may be made except under licence from NLA media access Limited*”.

5.2 The Licensee shall once a year provide to NLA the names of the five (or fewer) External Users to whom copies of Articles are supplied in accordance with clause 5.1.3.

6. PERMITTED ACTS: GOLD LEVEL

6.1 In addition to the rights set out in clause 3, if the Licensee opts in the Licence Details to purchase the Gold Level, then in consideration of the payment of the Gold Level Fee and subject to the parameters set out in the Price List and the Licence Details, NLA grants the Licensed Parties the non-exclusive rights to:

6.1.1 undertake the Permitted Acts set out in clauses 3.1.1 to 3.1.6 on a Frequent basis for the purpose of Internal Use by all Staff;

6.1.2 receive, retrieve, display and make Web Media Monitoring Material available to all Staff in the United Kingdom for the purpose of Internal Use; and

6.1.3 provide one copy of any one or more Articles to up to 75 External Users per year and for such External Users to receive and, to the extent relevant, open, retrieve and display such Articles solely for the purpose of providing professional services to the Licensed Parties, provided always that such Article(s) are accompanied by a notice stating “*This content has been produced under licence by [name of Licensee]. It is protected by copyright. No further copies may be made except under licence from NLA media access Limited*”.

6.2 The Licensee shall once a year provide to NLA the names of the 75 (or fewer) External User(s) to whom copies of Article(s) are supplied in accordance with clause 6.1.3.

7. PERMITTED ACTS: EXTENDED ACCESS

7.1 If the Licensee opts in the Licence Details to purchase Extended Access, then in consideration of the payment of the Extended Access Fee NLA grants Staff of the Licensed Parties the additional rights to do the following for the purpose of Internal Use:

7.1.1 subject to clause 7 3 store, on its internal system and/or virtual storage system, copies of self-scanned Articles created under the terms of this licence for the Extended Access Period; and/or

7.1.2 subject to the MMO supporting Extended Access, continue to access Digital Articles via the links provided by the MMO for the Extended Access Period; and/or

7.1.3 subject to clause 7 3 if the MMO does not yet support Extended Access, store, on its internal system and/or virtual storage system, one copy of each Article made available by the MMO for the Extended Access Period.

7.2 The Licensee undertakes, on behalf of itself and the Licensed Parties, to ensure that all copies of Articles are deleted from the Licensed Parties' systems within 14 days of the expiry of the Extended Access Period or termination of these Terms (whichever is sooner). The Licensee further undertakes, on behalf of itself and the Licensed Parties, to ensure that all copies of a Digital Copy are deleted from the Licensed Parties' systems within 5 days of NLA notifying the Licensee that rights to such Digital Copy have been withdrawn by the relevant publisher.

7.3 Where Articles are stored in accordance with clause 7.1.1 and/or 7.1.3, the Licensee shall ensure that appropriate technical and organisational security measures and systems are put in place to guard against unauthorised access to, or disclosure of, such Articles.

8. PERMITTED ACTS: INDEFINITE ACCESS

8.1 If the Licensee opts in the Licence Details to purchase the Indefinite Access Extension, then in consideration of the payment of the Indefinite Access Fee as

set out in the Price List, NLA grants Staff of the Licensed Parties the additional rights to do the following for the purpose of Internal Use:

- 8.1.1. subject to clause 8 3, store on its internal system and/or virtual storage system, copies of self-scanned Articles created under the terms of this Licence for the Indefinite Access Period; and/or
- 8.1.2. subject to the MMO supporting Indefinite Access, continue to access Digital Copies via the links provided by the MMO for the Indefinite Access Period; and/or
- 8.1.3. subject to clause 8 3, if the MMO does not yet support Indefinite Access, store, on its internal system and/or virtual storage system, one copy of each Article made available by the MMO for the Indefinite Access Period.

8.2. The Licensee undertakes, on behalf of itself and the Licensed Parties, to ensure that all copies of Articles are deleted from the Licensed Parties' systems within 14 days of the expiry of the Indefinite Access Period or termination of these Terms (whichever is sooner). The Licensee further undertakes, on behalf of itself and the Licensed Parties, to ensure that all copies of a Digital Copy are deleted from the Licensed Parties' systems within 5 days of NLA notifying the Licensee that rights to such Digital Copy have been withdrawn by the relevant publisher.

8.3 Where Articles are stored in accordance with clause 8.1.1 and/or 8.1.3, the Licensee shall ensure that appropriate technical and organisational security measures and systems are put in place to guard against unauthorised access to, or disclosure of, such Articles.

9. LIMITATIONS TO THE PERMITTED ACTS

The Licensee:

- 9.1 acknowledges that, unless the Licensee has purchased and continues to hold Extended Access or Indefinite Access, these Terms do not permit any Licensed Party (nor any External User) to create a library or archive of Articles (including but not limited to any systematic storing and indexing of Articles);
- 9.2 acknowledges and agrees that the Permitted Acts set out in these Terms do not permit the creation of summaries of Articles save to the extent permitted by law;
- 9.3 acknowledges that these Terms only permit the Staff (and, to the extent applicable, External Users) to carry out the Permitted Acts in the United Kingdom (including the Channel Islands and the Isle of Man) and those countries in relation to which NLA has not licensed a third party to collect copyright licence fees on its behalf (see www.nlamediaaccess.com for a list of such territories); and
- 9.4 acknowledges that any External User to whom it makes Articles available must obtain a licence directly from NLA or the relevant publishers of the Articles if it wishes to undertake acts which are not expressly licensed by these Terms and would otherwise constitute an infringement under any applicable law.

10. AFFILIATES AND FRANCHISEES

If the Licensee has elected to include any Affiliates and/or Franchisees under these Terms, the Licensee acknowledges and agrees:

- 10.1 that the obligations in these Terms will apply to its Affiliates and/or Franchisees as if they were the Licensee;
- 10.2 that it will be responsible for ensuring that its Affiliates and/or Franchisees observe these Terms;
- 10.3 that it will be liable for any breach of these Terms by (or caused by) any Affiliates and/or Franchisees; and
- 10.4 that any such breach by any Affiliates and/or Franchisees will also constitute a breach of these Terms by the Licensee.

11. GENERAL OBLIGATIONS OF THE LICENSEE

11.1 The Licensee warrants and represents that:

- 11.1.1 it will make (and it has made) accurate and true statements in submitting and updating the Licence Details, and in otherwise providing information to NLA;
- 11.1.2 it will pay the Licence Fee in accordance with clause 12;
- 11.1.3 it will pay the Indemnity Fee in accordance with clause 12 if applicable;
- 11.1.4 if the Licence Details become (or are about to become) inaccurate in any way, it will inform NLA prior to the Renewal Date of this licence and submit revised Licence Details. NLA will then invoice the Licensee for any additional fees which may be due;
- 11.1.5 if any of the Licensed Parties undertakes Frequent copying, on its own behalf and/or on behalf of its Affiliates and/or Franchisees, it will supply such details of the extent and nature of such copying as may reasonably be requested by NLA;
- 11.1.6 it will use reasonable endeavours to ensure that the Permitted Acts are only undertaken for the purposes set out in the relevant clause describing those Permitted Acts;

11.1.7 to the extent applicable, it will not exceed the licence level and quantity band specified in the Licence Details;

11.1.8 it will notify Staff of, and use reasonable endeavours to ensure their compliance with, these Terms;

11.1.9 it will use reasonable endeavours to ensure that each Article made available as part of the regular clippings service (or other similar service) of any of the Licensed Parties includes the notice: "NLA licensed copy. No further copies may be made except under licence";

11.1.10 it will monitor the levels and methods of copying undertaken by the Licensed Parties;

11.1.11 neither the Licensed Parties nor any of their Staff shall acquire any intellectual property rights in any Articles, NLA Publications, NLA Publisher Websites, nor any Web Media Monitoring Material;

11.1.12 it will notify NLA promptly of any infringement of copyright in NLA Publications and/or NLA Publisher Websites (or any part thereof) of which any of the Licensed Parties becomes aware;

11.1.13 it will comply promptly with NLA's reasonable requests for information and/ or documents, should NLA have reasonable grounds for suspecting that a Licensed Party is in breach of these Terms;

11.1.14 NLA shall not incur any liability to any of the Licensed Parties in respect of any harm or offence which may be caused by the use by any of the Licensed Parties of the content of any NLA Publication or NLA Publisher Website; and

11.1.15 the rights and obligations in the terms and conditions of each NLA Publisher Website will apply to any and all use of the content of such website by any of the Licensed Parties (or their Staff), except to the extent expressly extended by these Terms.

12. FEES, PAYMENT AND RENEWAL

12.1 The Licence Fee and (if applicable) the Indemnity Fee are:

12.1.1. payable by the Licensee, together with any VAT (or other tax) due, upon notification by NLA to Licensee that its licence has been granted; and

12.1.2. calculated in accordance with the relevant sections of the applicable Price List.

12.2 NLA will contact the Licensee approximately 10 weeks before the Renewal Date and will: (i) invite the Licensee to update its Licence Details; and (ii) provide (or provide access to) NLA terms applicable as at the Renewal Date. NLA will then submit a renewal invoice for the fee and VAT due.

12.3 If the Licensee does not, prior to the Renewal Date, terminate these Terms, they shall be automatically renewed for a Renewal Period starting from the Renewal Date on the version of these Terms applicable at the time.

12.4 On renewal, the Licence Fee payable will be based upon: (i) the most up-to-date Licence Details held by NLA at the time; (ii) the applicable current Price List at the time; and (iii) to the extent necessary, NLA's reasonable assumptions as to the extent of the Licensee's Permitted Acts in relation to Articles.

12.5 Invoices issued by NLA for all fees are payable within 30 days from the date of the invoice. NLA is entitled to charge interest upon overdue amounts at a rate of 4% above the Bank of England base rate.

12.6 The Licensee must provide NLA with any purchase order number it wishes to appear on its invoice on completion of the Licence Details or prior to the Renewal Date as applicable. The Licensee shall not be entitled to reject any invoice if it fails to provide NLA with the purchase order number in accordance with the provisions of this clause.

12.7 NLA reserves the right to revise the Licence Fee no more than once in every calendar year. Any revisions to the Licence Fee shall take effect on the next 1 April.

12.8 All payments made under these Terms shall be in pounds sterling.

13. TERM AND TERMINATION

13.1 These Terms shall run for an Initial Term from the Commencement Date subject always to clause 13.2 and renewal under clause 12.3.

13.2 Either party may terminate these Terms by one month's written notice given to the other. Provided all sums due from the Licensee have been paid, following receipt of a Declaration, NLA will reimburse the Licensee with any unused proportion of the Licence Fee attributable to the period after termination has become effective upon expiry of the notice period on a pro rata basis.

13.3 NLA may terminate these Terms:

13.3.1 with immediate effect if any of the Licensed Parties or Staff commits or causes any material breach of any provision of these Terms which, in the case of a remedial breach only, remains in breach 14 days after receiving notice to remedy such breach; or

13.3.2 with immediate effect if the Licensee becomes insolvent, goes into a voluntary liquidation, is wound up, or suffers any event similar to (or which is a local equivalent in the Licensee's jurisdiction of) the foregoing,

and in the event of termination pursuant to any of the foregoing by NLA, no refund shall be due to the Licensee.

14. LIABILITY AND INDEMNITY

14.1 Subject to the Licensee paying the Indemnity Fee, NLA agrees to indemnify the Licensed Parties against any damages (other than damages for special, indirect or consequential loss) and/or reasonable legal costs incurred resulting from any claim by a third party against any of the Licensed Parties that the third party's intellectual property rights have been infringed as a direct result of acts equivalent to the Permitted Acts undertaken by any of the Licensed Parties before the Commencement Date which were covered by the NLA licensing scheme in force at the time when the copying was undertaken.

14.2 Provided the Licensed Parties comply with these Terms, NLA agrees to indemnify the Licensed Parties against any damages (other than damages for special, indirect or consequential loss) and/or reasonable legal costs incurred by any Licensed Parties resulting from any claim by a third party against any of the Licensed Parties that the third party's intellectual property rights have been infringed as a direct result of the Licensed Party having undertaken Permitted Acts in accordance with these Terms.

14.3 The indemnities in clauses 14.1 and 14.2 are subject to: (i) the Licensee invoking them by giving NLA notice within fourteen (14) days of becoming aware of any claim which may be recoverable under those sub-clauses; and (ii) the Licensed Parties making no admission as to liability nor agreeing to any settlement or compromise of any such claim without prior written consent of NLA. NLA and/or the publishers of the material subject to such claim will be entitled in the relevant Licensed Party's name to conduct the defence of the claim and to compromise it as in NLA's (and/or the relevant publisher's) discretion it sees fit.

15. GENERAL

15.1 It is acknowledged that the parties hereto may use personal information for the administration of this licence ('**Personal Data**'). Each party shall observe Data Protection Law in its handling of Personal Data. Details of the Personal Data that NLA may collect and how it may be processed by NLA are set out in the NLA media access Privacy Policy, a copy of which is available from www.nlamediaaccess.com.

15.2 NLA shall not in the performance of its obligations under these Terms engage in any conduct which constitutes an offence under the Bribery Act 2010 (or any amending legislation).

15.3 NLA may on the expiry of 7 days' notice suspend the Licensed Parties' rights under these Terms if NLA has reason to believe that any Licensed Party or any Staff has materially breached these Terms or the terms of any other agreement with NLA (or with a publisher of an NLA Publication or an NLA Publisher Website).

15.4 NLA warrants that it is authorised by the publishers of NLA Publications and NLA Publisher Websites to make the grant of rights set out in clause 2.

15.5 The Licensee warrants to NLA that in entering into these Terms it has not relied on any warranty, representation or undertaking, save as expressly set out in these Terms.

15.6 Each party warrants and represents that it has full capacity and authority to enter into and to perform these Terms and the Licensee warrants and represents that these Terms have been executed by a duly authorised representative the Licensee.

15.7 The Licensee agrees and acknowledges that, while these Terms are in place, it may not enter into or rely on a separate Web End User Licence with NLA in respect of its receipt of Web Media Monitoring Material.

15.8 These Terms shall be deemed to complement and extend the statutory rights of the Licensed Parties, including but not limited to those rights arising under the Copyright Designs and Patents Act 1988 (as amended and updated from time to time) and nothing in these Terms shall constitute a waiver of any statutory rights held by the Licensee from time to time.

15.9 Neither the Licensed Parties nor any Staff may assign, sublicense or otherwise transfer all or any part of their rights or obligations granted under these Terms without the prior written consent of NLA.

15.10 NLA may assign the benefit of these Terms and may delegate any of its duties under these Terms.

15.11 All notices which are required to be given under these Terms will be in writing. The Licensee agrees to receive electronic notices from NLA, which will be sent to the email address of the individual named on the licence application form, or such other email address as subsequently notified to NLA. The Licensee is responsible for ensuring that the email address provided to NLA is accurate and current. Any email notice that NLA sends to that email address will be deemed to have been received when sent if sent during Business Hours and the next Business Day if sent outside of Business Hours.

15.12 Notice given by the Licensee under these Terms may be: (i) delivered via email to legal@nla.co.uk; or (ii) delivered personally or by prepaid first class post to NLA's

registered address, for the attention of "The Legal Department". Notices sent via email will be deemed to have been received when sent if sent during Business Hours and the next Business Day if sent outside of Business Hours. If delivered by hand, notices shall be deemed to have been received when delivered and, if sent by first class post, they shall be deemed to have been received 24 hours after posting.

15.13 The rights and remedies provided by these Terms may be waived only expressly in writing. Any failure to exercise or any delay in exercising a right or remedy by NLA in enforcing any breach of these Terms shall have no effect in relation to any later breach.

15.14 NLA may update these Terms from time to time. The revised Terms will be applicable following any renewal under clause 12. If NLA wishes to make effective any changes to the Terms prior to renewal, it may do so by notifying the Licensee via the e-mail address or mail address provided in the Licence Details. If the Licensee does not wish to accept the new Terms it should no longer exercise the rights under these Terms and contact NLA for a pro-rata return of any remaining Licence Fee. Save as aforesaid, and as provided in clause 12.7, these Terms may not be amended except in writing and signed by NLA and the Licensee.

15.15 The Licensee agrees and acknowledges that NLA has no control over, or liability (whether under these Terms, in contract, negligence or otherwise) for any service provided to any Licensed Party by a MMO, or for any Web Media Monitoring Material or Article.

15.16 No person other than NLA and the Licensed Parties shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce these Terms. This clause does not affect any right of any person which exists otherwise than under that Act.

15.17 In the event of an inconsistency between these NLA terms and conditions and the wording of any Price List, these terms and conditions shall prevail.

15.18 These Terms constitute the entire agreement between the parties and supersede and extinguish all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

15.19 If any one or more of the provisions of these Terms is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions is not to be in any way affected or impaired as a result.

15.20 These Terms (and any non-contractual obligations or claims arising from these Terms) are governed by and construed in accordance with the laws of England and Wales. The parties irrevocably agree that the Courts of England and Wales shall have exclusive jurisdiction to settle any disputes or claims which may arise out of or in connection with these Terms and any non-contractual obligations or claims arising from these Terms.

Annex 1

Defined terms within this Annex:

E-Invoicing: Means invoices created on or submitted to the Authority via the electronic marketplace service.

Electronic Invoice: Means an invoice (generally in PDF file format) issued by the Supplier and received by the Authority using electronic means, generally email

1. How Charges are calculated

1.1 The Charges:

1.1.1 shall be calculated in accordance with the terms of this Annex 1

2. Rates and Prices

Copying Type	Description	Fees
Silver		
Total Renewal cost (EXC VAT)		

3. Currency

All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

4. Variations

The Authority may make reasonable changes to its invoicing requirements during the Term after providing 30 calendar days written notice to the Supplier.

5. Electronic Invoicing

5.1 The Authority shall accept for processing any electronic invoice that it is valid, undisputed and complies with the requirements of the Authority's e-invoicing system:

5.2 The Supplier shall ensure that each invoice is submitted in a PDF format and contains the following information:

- 5.2.1 the date of the invoice;
 - 5.2.2 a unique invoice number;
 - 5.2.3 the period to which the relevant Charge(s) relate;
 - 5.2.4 the correct reference for the Contract
 - 5.2.5 a valid Purchase Order Number;
 - 5.2.6 the dates between which the Deliverables subject of each of the Charges detailed on the invoice were performed;
 - 5.2.7 a description of the Deliverables;
 - 5.2.8 the pricing mechanism used to calculate the Charges (such as fixed price, time and materials);
 - 5.2.9 the total Charges gross and net of any applicable deductions and, separately, the amount of any reimbursable expenses properly chargeable to the Authority under the terms of this Contract, and, separately, any VAT or other sales tax payable in respect of each of the same, charged at the prevailing rate;
 - 5.2.10 a contact name and telephone number of a responsible person in the Supplier's finance department and/or contract manager in the event of administrative queries; and
 - 5.2.11 the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number);
- 5.3 The Supplier shall submit all invoices and any requested supporting documentation through the Authority's e-invoicing system or if that is not possible to: [REDACTED] with a copy (again including any supporting documentation) to such other person and at such place as the Authority may notify to the Supplier from time to time.
- 5.4 Invoices submitted electronically will not be processed if:
- 5.4.1 The electronic submission exceeds 4mb in size
 - 5.4.2 Is not submitted in a PDF formatted document
 - 5.4.3 Multiple invoices are submitted in one PDF formatted document
 - 5.4.4 The formatted PDF is "Password Protected"