



Data Security Contract

Finely Fettle Limited ('Finely Fettle') is registered with the Information Commissioner's Office, Registration Reference ZA124625.

Copyright and Data Protection

1. Copyright on any data supplied by the Client remains at all times with the Client.
2. The copyright in all artwork, copy and any other work capable of being subject to copyright produced or created by Finely Fettle at the specific request of the Client shall vest in the Client.
3. Finely Fettle is licensed by the Client to analyse, validate, edit and enhance the data supplied by the Client where this is relevant to the project. Information will be obtained and processed fairly and lawfully in compliance with the Data Protection Act.
4. Finely Fettle undertakes to abide at all times by the Data Protection Act and all other relevant legislation and regulations in relation to the discharge by it of its obligations under this Agreement.

Security and Confidentiality

5. Finely Fettle may not use data supplied by the Client to add to or enhance information held for any other purpose. Information obtained by Finely Fettle from any other sources during the course of the research may be used for other purposes.
6. Finely Fettle agrees to keep any information it receives from the Client in trust and to take all reasonable steps to safeguard the confidentiality of such information and to prevent, at any time either during or after termination of this Agreement, any unauthorised disclosure by employees.
7. Finely Fettle is licensed by the Client to make copies of data supplied by the Client, in either paper or electronic form, as required to discharge its obligations under this agreement. The data may not be duplicated or reproduced in any other way.
8. Finely Fettle may use partners to discharge its obligations under this agreement where necessary. In such cases, the terms of this agreement shall apply to that partner in the same manner as to Finely Fettle.
9. Unless instructed otherwise, Finely Fettle will keep the specific Client data on any matched record to enable the Client to access the data analysis at a later stage. Finely Fettle undertakes that it shall not deal in, exploit or use the data (in whatever form) in any manner whether during the currency of this Agreement or after its termination.
10. The Client will allow Finely Fettle to use the Client's name as a customer on their website and promotional material. No reference to the type or nature of work undertaken will be disclosed without express authority from the Client. Occasionally we may ask a Client to be a reference for other organisations seeking similar work.

Signature of Parties

For Finely Fettle	For.....(the Client)
Signed.....	Address.....
Position.....
Date.....	Signed.....
	Print Name.....
	Position.....
	Date.....