



Facilitator Data Processing Agreement - OurKidsCode

Data Processing Agreement

This document is a Data Processing Agreement between Independent Facilitators and OurKidsCode at Trinity College Dublin (TCD). It summarises the nature and purpose of the data shared with Independent Facilitators for the administration and delivery of family creative computing workshops and the responsibilities and obligations on Independent Facilitators.

Purpose for sharing the data:

1. OurKidsCode at Trinity College wishes to share the contact information of workshop registrants with Independent Facilitators for the purpose of contacting registrants in case of emergency or last-minute cancellation.

Data to be shared:

1. Names (first and last) and mobile phone numbers of the parents of families who are registered to attend workshops delivered by the Independent Facilitator.

How the data will be shared:

1. OurKidsCode at Trinity College will email the data to the email address designated by the Independent Facilitator.

Independent Facilitator agrees to:

1. keep this data secure and confidential at all times
2. **not** save this data to their phone or other personal device
3. only use this data for the purpose for which it was shared
4. only retain this data for as long as necessary to fulfil the purposes for which it was shared, i.e., at the end of the registrant’s participation in the OurKidsCode programme being delivered by the Independent Facilitator.

General:

1. This Agreement shall enter into force on the date that it is signed and shall continue in force for so long as data is shared between the parties, unless they agree in writing to terminate this Agreement.
2. This Agreement shall be governed by and construed in accordance with the laws of Ireland, and shall be subject to the exclusive jurisdiction of the Irish courts.

Agreed by:

Independent Facilitator: _____

[_____] Date: _____

For and on behalf of OurKidsCode at Trinity College Dublin: _____

[_____] Date: _____