

Data Processing Addendum

NovoEd, Inc.
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San Francisco CA 94107
+1 (415) 789-3062
legal@novoed.com

CUSTOMER : _____
Contact: _____
Address 1: _____
Address 2: _____
City/St/Zip: _____
Email: _____
Phone: _____

This Data Processing Addendum (“**DPA**”) forms part of the Agreement or other written or electronic agreement between NovoEd, Inc. and Customer (defined below) for the purchase of online services (including associated NovoEd, Inc. offline or mobile components) from NovoEd, Inc. (identified either as “Services” or otherwise in the applicable agreement, and hereinafter defined as “Services”) (the “Agreement”) to reflect the parties’ agreement with regard to the Processing of Personal Data.

This DPA is supplemental to the Agreement and sets out the terms that apply when Personal Data (defined below) is Processed (defined below) by NovoEd, Inc. under the Agreement. The purpose of the DPA Addendum is to ensure such Processing is conducted in accordance with applicable laws, including EU Data Protection Legislation (defined below), and with due respect for the rights and freedoms of individuals whose Personal Data are Processed.

The following Schedules are part of the DPA and incorporated by reference:

Schedule 1: Details of the Processing
Schedule 2: Standard Contractual Clauses

By signing the Agreement, Customer enters into this DPA on behalf of itself and, to the extent required under applicable Data Protection Laws and Regulations, in the name and on behalf of its Authorized Affiliates, if and to the extent NovoEd, Inc. processes Personal Data for which such Authorized Affiliates qualify as the Controller. For the purposes of this DPA only, and except where indicated otherwise, the term "Customer" shall include Customer and Authorized Affiliates. All capitalized terms not defined herein shall have the meaning set forth in the Agreement.

In the course of providing the Services to Customer pursuant to the Agreement, NovoEd, Inc. may Process Personal Data on behalf of Customer and the Parties agree to comply with the following provisions with respect to any Personal Data, each acting reasonably and in good faith.

1. Definitions

- a. “**Affiliate**” means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. “Control,” for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.
- b. “**Authorized Affiliate**” means any of Customer's Affiliate(s) which (a) is subject to the data protection laws and regulations of the European Union, the European Economic Area

and/or their member states, Switzerland and/or the United Kingdom, and (b) is permitted to use the Services pursuant to the Agreement between Customer and NovoEd, Inc., but has not signed its own Order Form with NovoEd, Inc. and is not a "Customer" as defined under the Agreement.

- c. **"Controller"** means the entity which determines the purposes and means of the Processing of Personal Data.
- d. **"Customer Data"** means what is defined in the Agreement as "Customer Data" or "Your Data."
- e. **"Data Protection Laws and Regulations"** means all laws and regulations, including laws and regulations of the European Union, the European Economic Area and their member states, Switzerland and the United Kingdom, applicable to the Processing of Personal Data under the Agreement.
- f. **"Data Subject"** means the identified or identifiable person to whom Personal Data relates.
- g. **"GDPR"** means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- h. **"Personal Data"** means any information relating to (i) an identified or identifiable natural person and, (ii) an identified or identifiable legal entity (where such information is protected similarly as personal data or personally identifiable information under applicable Data Protection Laws and Regulations), where for each (i) or (ii), such data is Customer Data.
- i. **"Processing"** means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- j. **"Processor"** means the entity which Processes Personal Data on behalf of the Controller.
- k. **"NovoEd, Inc."** means the NovoEd, Inc. entity set forth in the Agreement which is a party to this DPA.
- l. **"NovoEd, Inc. Group"** means NovoEd, Inc. and its Affiliates engaged in the Processing of Personal Data.
- m. **"Customer"** means the Customer set forth in the Agreement and which is a party to this DPA.
- n. **"Standard Contractual Clauses"** means the agreement executed by and between Customer and NovoEd, Inc. and attached hereto as Schedule 2 pursuant to the European Commission's decision (C(2010)593) of 5 February 2010 on Standard Contractual Clauses for the transfer of personal data to processors established in third countries which do not ensure an adequate level of data protection.
- o. **"Sub-processor"** means any Processor engaged by NovoEd, Inc. or a member of the NovoEd, Inc. Group.
- p. **"Supervisory Authority"** means an independent public authority which is established by an

EU Member State pursuant to the GDPR.

2. PROCESSING OF PERSONAL DATA

- a. **Roles of the Parties.** The parties acknowledge and agree that with regard to the Processing of Personal Data, Customer is the Controller, NovoEd, Inc. is the Processor and that NovoEd, Inc. or members of the NovoEd, Inc. Group will engage Sub-processors pursuant to the requirements set forth in Section 5 “Sub-processors” below.
- b. **Customer’s Processing of Personal Data.** Customer shall, in its use of the Services, Process Personal Data in accordance with the requirements of Data Protection Laws and Regulations. For the avoidance of doubt, Customer’s instructions for the Processing of Personal Data shall comply with Data Protection Laws and Regulations. Customer shall have sole responsibility for the accuracy, quality, and legality of Personal Data and the means by which Customer acquired Personal Data and shall indemnify, defend and hold harmless any claim, damages or fine against NovoEd, Inc. arising from any failure to acquire or use the Personal Data with legal consent or legitimate business purpose or in violation of any data protection legal requirement.
- c. **NovoEd, Inc.’s Processing of Personal Data.** NovoEd, Inc. shall treat Personal Data as Confidential Information and shall only Process Personal Data on behalf of and in accordance with Customer’s documented instructions for the following purposes: (i) Processing in accordance with the Agreement and applicable Order Form(s); (ii) Processing initiated by Users in their use of the Services; and (iii) Processing to comply with other documented reasonable instructions provided by Customer (e.g., via email) where such instructions are consistent with the terms of the Agreement.
- d. **Details of the Processing.** The subject-matter of Processing of Personal Data by NovoEd, Inc. is the performance of the Services pursuant to the Agreement. The duration of the Processing, the nature and purpose of the Processing, the types of Personal Data and categories of Data Subjects Processed under this DPA are further specified in Schedule 1 (Details of the Processing) to this DPA.

3. Rights of Data Subject

Data Subject Requests. NovoEd, Inc. shall, to the extent legally permitted, promptly notify Customer if NovoEd, Inc. receives a request from a Data Subject to exercise the Data Subject’s right of access, right to rectification, restriction of Processing, erasure (“right to be forgotten”), data portability, object to the Processing, or its right not to be subject to an automated individual decision making (“Data Subject Request”). Taking into account the nature of the Processing, NovoEd, Inc. shall assist Customer by appropriate technical and organizational measures, insofar as this is possible, for the fulfilment of Customer’s obligation to respond to a Data Subject Request under Data Protection Laws and Regulations. In addition, to the extent Customer, in its use of the Services, does not have the ability to address a Data Subject Request, NovoEd, Inc. shall upon Customer’s request provide commercially reasonable efforts to assist Customer in responding to such Data Subject Request, to the extent NovoEd, Inc. is legally permitted to do so and the response to such Data Subject Request is required under Data Protection Laws and Regulations. To the extent legally permitted, Customer shall be responsible for any costs arising from NovoEd, Inc.’s provision of such assistance.

4. NOVOED, INC. PERSONNEL

- a. **Confidentiality.** NovoEd, Inc. shall ensure that its personnel engaged in the Processing of Personal Data are informed of the confidential nature of the Personal Data, have received appropriate training on their responsibilities and have executed written confidentiality agreements. NovoEd, Inc. shall ensure that such confidentiality obligations survive the termination of the personnel engagement.
- b. **Reliability.** NovoEd, Inc. shall take commercially reasonable steps to ensure the reliability of any NovoEd, Inc. personnel engaged in the Processing of Personal Data.
- c. **Limitation of Access.** NovoEd, Inc. shall ensure that NovoEd, Inc.'s access to Personal Data is limited to those personnel performing Services in accordance with the Agreement.

5. SUB-PROCESSORS

- a. **Appointment of Sub-processors.** Customer acknowledges and agrees that (a) NovoEd, Inc.'s Affiliates may be retained as Sub-processors; and (b) NovoEd, Inc. and NovoEd, Inc.'s Affiliates respectively may engage third-party Sub-processors in connection with the provision of the Services. NovoEd, Inc. or a NovoEd, Inc. Affiliate has entered into a written agreement with each Sub-processor containing data protection obligations not less protective than those in this Agreement with respect to the protection of Customer Data to the extent applicable to the nature of the Services provided by such Sub-processor. Pursuant to Clause 5(h) of the Standard Contractual Clauses, Customer acknowledges and expressly agrees that NovoEd, Inc. may engage new Sub-processors as described in Sections 5.b and 5.c of this DPA.
- b. **List of Current Sub-processors and Notification of New Sub-processors.** NovoEd, Inc. shall make available to Customer the current list of Sub-processors for the Services identified in Appendix 3 of the Standard Contractual Clauses attached hereto or linked therefrom. Such Sub-processor lists shall include the identities of those Sub-processors and their country of location ("**Infrastructure and Sub-processor Documentation**"). Customer may find on NovoEd, Inc.'s support site at <http://help.novoed.com> under the "Privacy & Compliance Center" page the Infrastructure and Sub-processor Documentation as well as request a list of new Sub-processors for each applicable Service.
- c. **Objection Right for New Sub-processors.** Customer may object to NovoEd, Inc.'s use of a new Sub-processor by notifying NovoEd, Inc. promptly in writing within ten (10) business days after receipt of NovoEd, Inc.'s notice in accordance with the mechanism set out in Section 5.2. In the event Customer objects to a new Sub-processor, as permitted in the preceding sentence, NovoEd, Inc. will use reasonable efforts to make available to Customer a change in the Services or recommend a commercially reasonable change to Customer's configuration or use of the Services to avoid Processing of Personal Data by the objected-to new Sub-processor without unreasonably burdening the Customer.
- d. **Liability.** NovoEd, Inc. shall be liable for the acts and omissions of its Sub-processors to the same extent NovoEd, Inc. would be liable if performing the services of each Sub-processor directly under the terms of this DPA, except as otherwise set forth in the Agreement.
- e. **Copies.** The parties agree that the copies of the Sub-processor agreements that must be provided by NovoEd, Inc. to Customer pursuant to Clause 5(j) of the Standard Contractual Clauses may have all commercial information, or clauses unrelated to the Standard

Contractual Clauses or their equivalent, removed by NovoEd, Inc. beforehand; and, that such copies will be provided by NovoEd, Inc., in a manner to be determined in its discretion, only upon request by Customer.

6. SECURITY

- a. **Controls for the Protection of Customer Data.** NovoEd, Inc. shall maintain appropriate technical and organizational measures for protection of the security (including protection against unauthorized or unlawful Processing and against accidental or unlawful destruction, loss or alteration or damage, unauthorized disclosure of, or access to, Customer Data), confidentiality and integrity of Customer Data, as set forth in the applicable security Documentation. NovoEd, Inc. regularly monitors compliance with these measures. NovoEd, Inc. will not materially decrease the overall security of the Services during a subscription term.
- b. **Third-Party Certifications and Audits.** NovoEd, Inc. has obtained the third-party certifications and audits set forth in the applicable security Documentation. Upon Customer's written request at reasonable intervals, and subject to the confidentiality obligations set forth in the Agreement, NovoEd, Inc. shall make available to Customer that is not a competitor of NovoEd, Inc. (or Customer's independent, third-party auditor that is not a competitor of NovoEd, Inc.) a copy of NovoEd, Inc.'s then most recent third-party audits or certifications, as applicable.
- c. **Certifications and Audits..** The parties agree that the audits described in Clause 5(f) and Clause 12(2) of the Standard Contractual Clauses shall be carried out in accordance with the following specifications:

Upon Customer's request, and subject to the confidentiality obligations set forth in the Agreement, NovoEd, Inc. shall make available to Customer that is not a competitor of NovoEd, Inc. (or Customer's independent, third-party auditor that is not a competitor of NovoEd, Inc.) information regarding the NovoEd, Inc. Group's compliance with the obligations set forth in this DPA in the form of the third-party certifications and audits set forth in the applicable security Documentation to the extent NovoEd, Inc. makes them generally available to its customers. Customer may contact NovoEd, Inc. in accordance with the "Notices" Section of the Agreement to request an on-site audit of the procedures relevant to the protection of Personal Data. Customer shall reimburse NovoEd, Inc. for any time expended for any such on-site audit at the NovoEd, Inc. Group's then-current professional services rates, which shall be made available to Customer upon request. Before the commencement of any such on-site audit, Customer and NovoEd, Inc. shall mutually agree upon the scope, timing, and duration of the audit in addition to the reimbursement rate for which Customer shall be responsible. All reimbursement rates shall be reasonable, taking into account the resources expended by NovoEd, Inc.. Customer shall promptly notify NovoEd, Inc. with information regarding any non-compliance discovered during the course of an audit.

7. DATA BREACH AND OTHER DATA INCIDENTS

Upon becoming aware of an accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Customer Data, including Personal Data, transmitted, stored or otherwise Processed by NovoEd, Inc. or its Sub-processors ("Security Incident"), NovoEd, Inc. shall notify Customer without undue delay and pursuant to the terms of the Agreement, but within no more than seventy two (72) hours, and shall provide such timely information as Customer may reasonably require to enable

Customer to fulfil any data breach reporting obligations under EU Data Protection Legislation. NovoEd, Inc. shall make reasonable efforts to identify the cause of such Security Incident and take those steps as NovoEd, Inc. deems necessary and reasonable in order to remediate the cause of such Security Incident to the extent the remediation is within NovoEd, Inc.'s reasonable control. The obligations herein shall not apply to incidents that are caused by Customer or Customer's Users.

8. RETURN AND/OR DELETION OF CUSTOMER DATA

- a. NovoEd, Inc. shall delete or return Customer Data to customer, to the extent allowed by applicable law in accordance with the timeframes set forth in the Master Agreement, and if no such requirement is present, within a time period permitted by applicable law.
- b. The parties agree that the certification of deletion of Personal Data that is described in Clause 12(1) of the Standard Contractual Clauses shall be provided by NovoEd, Inc. to Customer only upon Customer's request.

9. AUTHORIZED AFFILIATES

- a. **Contractual Relationship.** The parties acknowledge and agree that, by executing the Agreement, the Customer enters into the DPA on behalf of itself and, as applicable, in the name and on behalf of its Authorized Affiliates, thereby establishing a separate DPA between NovoEd, Inc. and each such Authorized Affiliate subject to the provisions of the Agreement and this Section 9 and Section 10. Each Authorized Affiliate agrees to be bound by the obligations under this DPA and, to the extent applicable, the Agreement. For the avoidance of doubt, an Authorized Affiliate is not and does not become a party to the Agreement, and is only a party to the DPA. All access to and use of the Services and Content by Authorized Affiliates must comply with the terms and conditions of the Agreement and any violation of the terms and conditions of the Agreement by an Authorized Affiliate shall be deemed a violation by Customer.
- b. **Communication.** The Customer that is the contracting party to the Agreement shall remain responsible for coordinating all communication with NovoEd, Inc. under this DPA and be entitled to make and receive any communication in relation to this DPA on behalf of its Authorized Affiliates.
- c. **Rights of Authorized Affiliates.** Where an Authorized Affiliate becomes a party to the DPA with NovoEd, Inc., it shall to the extent required under applicable Data Protection Laws and Regulations be entitled to exercise the rights and seek remedies under this DPA, subject to the following:
 - i. Except where applicable Data Protection Laws and Regulations require the Authorized Affiliate to exercise a right or seek any remedy under this DPA against NovoEd, Inc. directly by itself, the parties agree that (i) solely the Customer that is the contracting party to the Agreement shall exercise any such right or seek any such remedy on behalf of the Authorized Affiliate, and (ii) the Customer that is the contracting party to the Agreement shall exercise any such rights under this DPA not separately for each Authorized Affiliate individually but in a combined manner for all of its Authorized Affiliates together (as set forth, for example, in Section 9.c.ii, below).
 - ii. The parties agree that the Customer that is the contracting party to the Agreement shall, when carrying out an on-site audit of the procedures relevant to the protection of Personal Data, take all reasonable measures to limit any impact on NovoEd, Inc. and its Sub-Processors by combining, to the extent reasonably possible, several audit requests carried out on behalf of different Authorized Affiliates in one single audit

10. LIMITATION OF LIABILITY

- a. Each party’s and all of its Affiliates’ liability, taken together in the aggregate, arising out of or related to this DPA, and all DPAs between Authorized Affiliates and NovoEd, Inc., whether in contract, tort or under any other theory of liability, is subject to the ‘Limitation of Liability’ section of the Agreement, and any reference in such section to the liability of a party means the aggregate liability of that party and all of its Affiliates under the Agreement and all DPAs together.
- b. For the avoidance of doubt, NovoEd, Inc.'s and its Affiliates’ total liability for all claims from the Customer and all of its Authorized Affiliates arising out of or related to the Agreement and each DPA shall apply in the aggregate for all claims under both the Agreement and all DPAs established under this Agreement, including by Customer and all Authorized Affiliates, and, in particular, shall not be understood to apply individually and severally to Customer and/or to any Authorized Affiliate that is a contractual party to any such DPA.
- c. Also for the avoidance of doubt, each reference to the DPA in this DPA means this DPA including its Schedules and Appendices.

11. PROVISIONS SPECIFICALLY APPLYING TO EUROPE

- a. **GDPR.** NovoEd, Inc. will Process Personal Data in accordance with the GDPR requirements directly applicable to NovoEd, Inc.'s provision of its Services.
- b. **Data Protection Impact Assessment.** Upon Customer’s request, NovoEd, Inc. shall provide Customer with reasonable cooperation and assistance needed to fulfil Customer’s obligation under the GDPR to carry out a data protection impact assessment related to Customer’s use of the Services, to the extent Customer does not otherwise have access to the relevant information, and to the extent such information is available to NovoEd, Inc.. NovoEd, Inc. shall provide reasonable assistance to Customer in the cooperation or prior consultation with the Supervisory Authority in the performance of its tasks relating to Section 11.2 of this DPA, to the extent required under the GDPR and Customer shall reimburse [Company] for the costs associated with such assistance.
- c. **Transfer mechanisms for data transfers.** The Standard Contractual Clauses set forth in Schedule 2 to this DPA apply to the Services listed in Appendix 3 to the Standard Contractual Clauses

12. LEGAL EFFECT

This DPA shall only become legally binding between Customer and NovoEd, Inc. when the parties have executed this DPA.

13. CONFLICT.

In the event of any conflict or inconsistency between the body of this DPA and any of its Schedules (not including the Standard Contractual Clauses) and the Standard Contractual Clauses in Schedule 2, the Standard Contractual Clauses shall prevail.

In Witness Whereof, each of the parties have executed this Agreement as of the Effective Date.

NovoEd, Inc.

Customer: _____

By: _____

By: _____

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____

SCHEDULE 1 - DETAILS OF THE PROCESSING

Nature and Purpose of the Processing

NovoEd, Inc. will Process Personal Data on behalf of and in accordance with Customer's documented instructions for the following purposes: (i) Processing as necessary to perform the Services pursuant to the Agreement and applicable Order Form(s); (ii) Processing initiated by Users in their use of the Service; and (iii) Processing to comply with other documented, reasonable instructions provided by Customer (for example, via email) where such instructions are consistent with the terms of the Agreement.

Duration of the Processing

Subject to Section 8 of the DPA, NovoEd, Inc. will Process Personal Data for the duration of the Agreement, unless otherwise agreed upon in writing.

Categories of Data Subjects

Customer may submit or retrieve Personal Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to Personal Data relating to the following categories of data subjects:

- Employees, contractors, agents or any user authorized by the Customer to use the Services, to be enrolled in a course, administering or facilitating a course, or administering the organization
- Customers of the Customer who have enrolled into a course, free or paid, through the Customer (who are natural persons)

Types of Personal Data

Customer may submit Personal Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to the following categories of Personal Data:

- First and last name
- Email address
- Education institutions attended
- Employer
- Job Title
- Location (city, state, postal code, country)
- Short bio
- Localization data (timezone, language)
- Posts and comments made by the user and files uploads by the user in various social spaces and submissions in the platform (e.g. assignments, discussions, team/group workspaces)
- Other profile data as supplied by Customer/Users

Types of Special Categories of Data (also specify "none" if there are none): None

Schedule 2 – EU Standard Contractual Clauses

For the purposes of Article 26(2) of Directive 95/46/EC for the transfer of personal data to processors established in third countries which do not ensure an adequate level of data protection

Name of the data exporting organisation: Entity identified as “Customer” in the Addendum

(the data **exporter**)

And

Name of the data importing organisation: NovoEd, Inc.

Address: 854 Folsom St.; San Francisco CA 94107

Tel.: ; fax: ; e-mail:

(the data **importer**)

each a “party”; together “the parties”,

HAVE AGREED on the following Contractual Clauses (the Clauses) in order to adduce adequate safeguards with respect to the protection of privacy and fundamental rights and freedoms of individuals for the transfer by the data exporter to the data importer of the personal data specified in Appendix 1.

Clause 1

Definitions

For the purposes of the Clauses:

- (a) *'personal data', 'special categories of data', 'process/processing', 'controller', 'processor', 'data subject' and 'supervisory authority'* shall have the same meaning as in Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- (b) *'the data exporter'* means the controller who transfers the personal data;
- (c) *'the data importer'* means the processor who agrees to receive from the data exporter personal data intended for processing on his behalf after the transfer in accordance with his instructions and the terms of the Clauses and who is not subject to a third country's system ensuring adequate protection within the meaning of Article 25(1) of Directive 95/46/EC;
- (d) *'the subprocessor'* means any processor engaged by the data importer or by any other subprocessor of the data importer who agrees to receive from the data importer or from any other subprocessor of the data importer personal data exclusively intended for processing activities to be carried out on behalf of the data exporter after the transfer in accordance with his instructions, the terms of the Clauses and the terms of the written subcontract;
- (e) *'the applicable data protection law'* means the legislation protecting the fundamental rights and freedoms of individuals and, in particular, their right to privacy with respect to the processing of personal data applicable to a data controller in the Member State in which the data exporter is established;
- (f) *'technical and organisational security measures'* means those measures aimed at protecting personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the processing involves the transmission of data over a network, and against all other unlawful forms of processing.

Clause 2

Details of the transfer

The details of the transfer and in particular the special categories of personal data where applicable are specified in Appendix 1 which forms an integral part of the Clauses.

Clause 3

Third-party beneficiary clause

1. The data subject can enforce against the data exporter this Clause, Clause 4(b) to (i), Clause 5(a) to (e), and (g) to (j), Clause 6(1) and (2), Clause 7, Clause 8(2), and Clauses 9 to 12 as third-party beneficiary.

2. The data subject can enforce against the data importer this Clause, Clause 5(a) to (e) and (g), Clause 6, Clause 7, Clause 8(2), and Clauses 9 to 12, in cases where the data exporter has factually disappeared or has ceased to exist in law unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law, as a result of which it takes on the rights and obligations of the data exporter, in which case the data subject can enforce them against such entity.
3. The data subject can enforce against the subprocessor this Clause, Clause 5(a) to (e) and (g), Clause 6, Clause 7, Clause 8(2), and Clauses 9 to 12, in cases where both the data exporter and the data importer have factually disappeared or ceased to exist in law or have become insolvent, unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law as a result of which it takes on the rights and obligations of the data exporter, in which case the data subject can enforce them against such entity. Such third-party liability of the subprocessor shall be limited to its own processing operations under the Clauses.
4. The parties do not object to a data subject being represented by an association or other body if the data subject so expressly wishes and if permitted by national law.

Clause 4

Obligations of the data exporter

The data exporter agrees and warrants:

- (a) that the processing, including the transfer itself, of the personal data has been and will continue to be carried out in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities of the Member State where the data exporter is established) and does not violate the relevant provisions of that State;
- (b) that it has instructed and throughout the duration of the personal data processing services will instruct the data importer to process the personal data transferred only on the data exporter's behalf and in accordance with the applicable data protection law and the Clauses;
- (c) that the data importer will provide sufficient guarantees in respect of the technical and organisational security measures specified in Appendix 2 to this contract;
- (d) that after assessment of the requirements of the applicable data protection law, the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the processing involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;
- (e) that it will ensure compliance with the security measures;
- (f) that, if the transfer involves special categories of data, the data subject has been informed or will be informed before, or as soon as possible after, the transfer that its data could be

transmitted to a third country not providing adequate protection within the meaning of Directive 95/46/EC;

- (g) to forward any notification received from the data importer or any subprocessor pursuant to Clause 5(b) and Clause 8(3) to the data protection supervisory authority if the data exporter decides to continue the transfer or to lift the suspension;
- (h) to make available to the data subjects upon request a copy of the Clauses, with the exception of Appendix 2, and a summary description of the security measures, as well as a copy of any contract for subprocessing services which has to be made in accordance with the Clauses, unless the Clauses or the contract contain commercial information, in which case it may remove such commercial information;
- (i) that, in the event of subprocessing, the processing activity is carried out in accordance with Clause 11 by a subprocessor providing at least the same level of protection for the personal data and the rights of data subject as the data importer under the Clauses; and
- (j) that it will ensure compliance with Clause 4(a) to (i).

Clause 5

Obligations of the data importer

The data importer agrees and warrants:

- (a) to process the personal data only on behalf of the data exporter and in compliance with its instructions and the Clauses; if it cannot provide such compliance for whatever reasons, it agrees to inform promptly the data exporter of its inability to comply, in which case the data exporter is entitled to suspend the transfer of data and/or terminate the contract;
- (b) that it has no reason to believe that the legislation applicable to it prevents it from fulfilling the instructions received from the data exporter and its obligations under the contract and that in the event of a change in this legislation which is likely to have a substantial adverse effect on the warranties and obligations provided by the Clauses, it will promptly notify the change to the data exporter as soon as it is aware, in which case the data exporter is entitled to suspend the transfer of data and/or terminate the contract;
- (c) that it has implemented the technical and organisational security measures specified in Appendix 2 before processing the personal data transferred;
- (d) that it will promptly notify the data exporter about:
 - (i) any legally binding request for disclosure of the personal data by a law enforcement authority unless otherwise prohibited, such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation,
 - (ii) any accidental or unauthorised access, and
 - (iii) any request received directly from the data subjects without responding to that request, unless it has been otherwise authorised to do so;
- (e) to deal promptly and properly with all inquiries from the data exporter relating to its processing of the personal data subject to the transfer and to abide by the advice of the supervisory authority with regard to the processing of the data transferred;

- (f) at the request of the data exporter to submit its data processing facilities for audit of the processing activities covered by the Clauses which shall be carried out by the data exporter or an inspection body composed of independent members and in possession of the required professional qualifications bound by a duty of confidentiality, selected by the data exporter, where applicable, in agreement with the supervisory authority;
- (g) to make available to the data subject upon request a copy of the Clauses, or any existing contract for subprocessing, unless the Clauses or contract contain commercial information, in which case it may remove such commercial information, with the exception of Appendix 2 which shall be replaced by a summary description of the security measures in those cases where the data subject is unable to obtain a copy from the data exporter;
- (h) that, in the event of subprocessing, it has previously informed the data exporter and obtained its prior written consent;
- (i) that the processing services by the subprocessor will be carried out in accordance with Clause 11;
- (j) to send promptly a copy of any subprocessor agreement it concludes under the Clauses to the data exporter.

Clause 6

Liability

1. The parties agree that any data subject, who has suffered damage as a result of any breach of the obligations referred to in Clause 3 or in Clause 11 by any party or subprocessor is entitled to receive compensation from the data exporter for the damage suffered.
2. If a data subject is not able to bring a claim for compensation in accordance with paragraph 1 against the data exporter, arising out of a breach by the data importer or his subprocessor of any of their obligations referred to in Clause 3 or in Clause 11, because the data exporter has factually disappeared or ceased to exist in law or has become insolvent, the data importer agrees that the data subject may issue a claim against the data importer as if it were the data exporter, unless any successor entity has assumed the entire legal obligations of the data exporter by contract or by operation of law, in which case the data subject can enforce its rights against such entity.

The data importer may not rely on a breach by a subprocessor of its obligations in order to avoid its own liabilities.

3. If a data subject is not able to bring a claim against the data exporter or the data importer referred to in paragraphs 1 and 2, arising out of a breach by the subprocessor of any of their obligations referred to in Clause 3 or in Clause 11 because both the data exporter and the data importer have factually disappeared or ceased to exist in law or have become insolvent, the subprocessor agrees that the data subject may issue a claim against the data subprocessor with regard to its own processing operations under the Clauses as if it were the data exporter or the data importer, unless any successor entity has assumed the entire legal obligations of the data exporter or data importer by contract or by operation of law, in which case the data

subject can enforce its rights against such entity. The liability of the subprocessor shall be limited to its own processing operations under the Clauses.

Clause 7

Mediation and jurisdiction

1. The data importer agrees that if the data subject invokes against it third-party beneficiary rights and/or claims compensation for damages under the Clauses, the data importer will accept the decision of the data subject:
 - (a) to refer the dispute to mediation, by an independent person or, where applicable, by the supervisory authority;
 - (b) to refer the dispute to the courts in the Member State in which the data exporter is established.
2. The parties agree that the choice made by the data subject will not prejudice its substantive or procedural rights to seek remedies in accordance with other provisions of national or international law.

Clause 8

Cooperation with supervisory authorities

1. The data exporter agrees to deposit a copy of this contract with the supervisory authority if it so requests or if such deposit is required under the applicable data protection law.
2. The parties agree that the supervisory authority has the right to conduct an audit of the data importer, and of any subprocessor, which has the same scope and is subject to the same conditions as would apply to an audit of the data exporter under the applicable data protection law.
3. The data importer shall promptly inform the data exporter about the existence of legislation applicable to it or any subprocessor preventing the conduct of an audit of the data importer, or any subprocessor, pursuant to paragraph 2. In such a case the data exporter shall be entitled to take the measures foreseen in Clause 5 (b).

Clause 9

Governing Law

The Clauses shall be governed by the law of the Member State in which the data exporter is established.

Clause 10

Variation of the contract

The parties undertake not to vary or modify the Clauses. This does not preclude the parties from adding clauses on business related issues where required as long as they do not contradict the Clause.

Clause 11

Subprocessing

1. The data importer shall not subcontract any of its processing operations performed on behalf of the data exporter under the Clauses without the prior written consent of the data exporter. Where the data importer subcontracts its obligations under the Clauses, with the consent of the data exporter, it shall do so only by way of a written agreement with the subprocessor which imposes the same obligations on the subprocessor as are imposed on the data importer under the Clauses. Where the subprocessor fails to fulfil its data protection obligations under such written agreement the data importer shall remain fully liable to the data exporter for the performance of the subprocessor's obligations under such agreement.
2. The prior written contract between the data importer and the subprocessor shall also provide for a third-party beneficiary clause as laid down in Clause 3 for cases where the data subject is not able to bring the claim for compensation referred to in paragraph 1 of Clause 6 against the data exporter or the data importer because they have factually disappeared or have ceased to exist in law or have become insolvent and no successor entity has assumed the entire legal obligations of the data exporter or data importer by contract or by operation of law. Such third-party liability of the subprocessor shall be limited to its own processing operations under the Clauses.
3. The provisions relating to data protection aspects for subprocessing of the contract referred to in paragraph 1 shall be governed by the law of the Member State in which the data exporter is established.
4. The data exporter shall keep a list of subprocessing agreements concluded under the Clauses and notified by the data importer pursuant to Clause 5 (j), which shall be updated at least once a year. The list shall be available to the data exporter's data protection supervisory authority.

Clause 12

Obligation after the termination of personal data processing services

1. The parties agree that on the termination of the provision of data processing services, the data importer and the subprocessor shall, at the choice of the data exporter, return all the personal data transferred and the copies thereof to the data exporter or shall destroy all the personal data and certify to the data exporter that it has done so, unless legislation imposed upon the data importer prevents it from returning or destroying all or part of the personal data transferred. In that case, the data importer warrants that it will guarantee the confidentiality of the personal data transferred and will not actively process the personal data transferred anymore.
2. The data importer and the subprocessor warrant that upon request of the data exporter and/or of the supervisory authority, it will submit its data processing facilities for an audit of the measures referred to in paragraph 1.

Clause 13

1. The parties agree that if one party is held liable for a violation of the clauses committed by the other party, the latter will, to the extent to which it is liable, indemnify the first party for any cost, charge, damages, expenses or loss it has incurred. Indemnification is contingent upon:
- (a) the data exporter promptly notifying the data importer of a claim; and
 - (b) the data importer being given the possibility to cooperate with the data exporter in the defence and settlement of the claim¹.

Data Importer
NovoEd, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Data Exporter

Customer: _____

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX 1 TO THE STANDARD CONTRACTUAL CLAUSES

This Appendix forms part of the Clauses and must be completed and signed by the parties.
The Member States may complete or specify, according to their national procedures, any additional necessary information to be contained in this Appendix.

Data exporter

The data exporter is the Customer set forth in the Addendum

Data importer

The data importer is (please specify briefly activities relevant to the transfer): NovoEd, Inc. provider of online learning delivery platform.

Data subjects

The personal data transferred concern the following categories of data subjects (please specify): Customer employees, contractors and individuals interested in taking courses or seminars.

Categories of data

The personal data transferred concern the following categories of data (please specify): User name, email address, password and tracking. Employee name, email address, contact information, IP address, content and use history.

Special categories of data (if appropriate)

The personal data transferred concern the following special categories of data (please specify): None

Processing operations

The personal data transferred will be subject to the following basic processing activities (please specify): Content delivery, sharing and evaluation.

Data Importer

NovoEd, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Data Exporter

Customer: _____

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX 2 TO THE STANDARD CONTRACTUAL CLAUSES

This Appendix forms part of the Clauses and must be completed and signed by the parties.

Description of the technical and organisational security measures implemented by the data importer in accordance with Clauses 4(d) and 5(c) (or document/legislation attached):

Data importer will maintain administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Personal Data uploaded to the Services, as described in the applicable security Documentation applicable to the specific Services purchased by data exporter, and accessible via [SITE] or otherwise made reasonably available by data importer. Data Importer will not materially decrease the overall security of the Services during a subscription term.

NovoEd, Inc.

Customer: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX 3 TO THE STANDARD CONTRACTUAL CLAUSES

This Appendix forms part of the Clauses and must be completed and signed by the parties.

Services: Education Content Delivery, Sharing and Evaluation.

Lists of Sub-processors may be found on the NovoEd help website in the Privacy & Compliance Center section.

NovoEd, Inc.

Customer: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____