

HESA Online system: Terms and Conditions for Authorised Users

Name of Approved Training Organisation:		
Centre Address:	Telephone No:	
	Website Address:	
Postcode:		
Name of Applicant: <i>(Training Centre Manager)</i>		
Position in Organisation:		
Email Address:		
Signature of Training Centre Manager:		Date:

By accessing the software and database known as HESA you agree to be bound by the terms set out below:

1. You agree:
 - a. to keep a secure username and password for the use of HESA and not to share it with anyone else;
 - b. at all times to ensure the physical security of electronic devices you use to access HESA (this is especially significant for laptops and other portable devices); and
 - c. to notify your employer immediately upon any unauthorised use of your password or any other breach of security.
2. You have a non-exclusive non-transferable licence to access and use HESA which is personal to you in your capacity as an employee of the Training Provider and is strictly limited to use for the purposes set out in paragraph 3 below. This licence is revocable and, without limitation, shall be immediately and automatically revoked should your employment terminate, or your employer no longer be permitted to use HESA for whatever reason.
3. You must ensure that your use of HESA and the information contained within it is solely for your employer's properly authorised purposes including for the purposes of notifying, recording and storing related training course information, which is subject to HESA remote auditing.
4. If you become aware of any inaccuracy, error, omission or problem with the data contained within HESA and/or HESA itself, you shall promptly report this to your employer. Such problems could, for example, include being able to view data which does not pertain to your employer or your employer's activities.
5. You agree to use HESA and the data contained within it in accordance with any applicable data protection laws including the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679
6. All data contained within HESA is confidential and must be used by you solely in accordance with these terms and solely for the purposes set out in paragraph 3.
7. Data contained within HESA relating to individuals must not be disclosed directly or indirectly to any third parties. without the prior written authorisation of the Learner and in accordance with any applicable data processing agreement, data sharing agreement or privacy notice.
8. You acknowledge and agree that all actions taken by users of HESA are logged and will be subject to audit.

Please read this statement carefully.

By agreeing to be a registered user of the system, you will be required to adhere to the requirements of HESA. You also agree not to delete any information from the system, and confirm that you will immediately advise the HESA of the termination of any registered Centre user of the system. - Access will not be given, unless you agree to this statement, and failure to comply will mean the immediate removal of the user which may render the employer organisation liable to prosecution.

Your Centre Administration

To ensure that your centre administrators are correctly set-up on the HESA system please provide the details of the proposed administrators.

If as the Training Centre Manager you also carry out the Administrator function, please also add your name to the list below.

Name of Administrator	Email of Administrator