



British Skydiving
5 Wharf Way, Glen Parva
Leicester, LE2 9TF
0116 278 5271
info@britishskydiving.org
britishskydiving.org

British Skydiving IT Equipment Loan

General

This Agreement is made between British Skydiving and a British Skydiving member ("You"/ "Your") for the loan of a PC and any associated equipment ("the IT equipment").

This Agreement will prevail over any previous agreement relating to the IT equipment. No variation to this Agreement will be binding unless made in writing and agreed by both parties.

In order to be eligible for the loan of the IT equipment from British Skydiving, You must be a current British Skydiving member.

You agree to use the IT equipment in accordance with **British Skydiving's IT policies of use** and sign an IT Equipment Loan Record (Appendix 1) each time you wish to loan IT equipment.

Loan and Return of IT Equipment

Upon completion of the IT Equipment Loan Record (Appendix 1), British Skydiving agree to loan You the IT equipment specified in the loan record in accordance with these terms and conditions:

- a. There is no cost to You for the loaning of the IT equipment.
- b. The IT equipment must be returned to British Skydiving by the agreed date between both parties.
- c. If You fail to return the IT equipment to British Skydiving, then British Skydiving reserves the right to take appropriate action to recover the IT equipment or charge to You the full cost for replacing the IT equipment.

Your Responsibilities

- a. Upon receipt of the IT equipment, You undertake to maintain it appropriately.
- b. Any software installed or files downloaded to the IT equipment must be in accordance with the appropriate software licensing and adhere to UK copyright law.
- c. Any work saved to the hard drive of any of the IT equipment by You should be deleted upon its return. You recognise that British Skydiving may wipe the hard drive and will accept no responsibility for loss of Your data or files upon the IT equipment's return.
- d. You will inform British Skydiving as soon as possible of any faults with the IT equipment.
- e. You must return the IT equipment to British Skydiving in the same condition You received it in, except for reasonable wear and tear.

Damage to or Loss of the IT Equipment

You accept full responsibility for any loss or damage to the IT equipment caused by Your negligence or improper use. "Improper use" includes (but is not limited to):

- a) using the IT equipment otherwise than in accordance with the manufacturer's and/or British Skydiving's instructions
- b) using the IT equipment for a purpose other than intended
- c) allowing the equipment out of your control and custody, and failing to protect it from loss or damage

Data Protection

All information and supporting documentation supplied by you with this Agreement will be used for the sole purpose of providing the IT equipment. Your IT Loan Record and related information will be held and maintained in accordance with the provisions of Data Protection Legislation. The data will not be passed to any other third-party without your consent, except when British Skydiving is required to do so by law.

Law

The construction and performance of these conditions will be governed by English law. All disputes which may arise under, out of or in connection with or in relation to these conditions will be submitted to the English Courts.

IT Equipment Loan Record (Appendix 1)

This agreement is made between:

British Skydiving, 5 Wharf Way, Glen Parva, Leicester, LE2 9TF
info@britishskydiving.org
0116 278 5271

and

Name:

Address:

Phone:

Email:

For the loan of the following IT equipment:

I have read and agree to the Terms and Conditions set out in the IT Equipment Loan Form above.

Print Name:

Signature:

Date:

For Staff Use Only:

I hereby authorise release of the equipment listed above to the borrower.

Print Name:

Signature:

Date:

Date Equipment Loaned:

Date of Equipment Returned: