

GLOSSARY

Claim Form	A claim form is the document that must be completed by a claimant when they commence civil proceedings.
Contract	A contract is an agreement between two parties which is intended to be enforceable in law. A contract, despite common understandings, does not have to be signed by the parties and does not even have to be written.
Contract Owner	Each contract must have a Contract Owner, who should be someone with considerable involvement in the day to day running and operation of the contract. They will have significant responsibilities relating to the monitoring and management of the contract
Copyright	Copyright is a type of intellectual property which gives the rights holder, often the creator ('author') of the work, a range of rights in respect of their rights and the ability to restrict how their works are reproduced by other people.
Data Protection	Data Protection (also sometimes called GDPR after the General Data Protection Regulation which regulates data protection in the EU and UK) refers to how companies and bodies, including Universities, control the ways personal information about individuals can be used / handled and the protections in place to safeguard such information from compromise or loss. For more information on data protection, please click here .
Data Sharing Agreement DSA	This is a set of written terms that govern the sharing of any personal data between independent organisations, such as the University and another party, or parties. It details the 'what, why and how' of any data sharing along with the controls required to ensure this is done in compliance with laws. A statutory code of practice recommends these are put in place for repeated, regular, or routine sharing of personal data. Examples include research collaborations and working with partner agencies.
Data Processing Agreement DPA	This is a set of written terms that set out the legal obligations on other organisations that process personal data on our behalf, where providing the University with services that involve personal data. These are required by law and must be in place with those parties who act as a Data Processor. Data Processors act purely on our instructions and process the personal data for the University's purposes only. Examples include software suppliers and data storage and disposal services.
Estate	The properties and land owned by or leased by the University of Reading.
Freedom of Information	Freedom of information refers to the right of public access to all recorded information held by public authorities, including Higher Education Institutions. Under the Freedom of Information Act and the Environmental Information Regulations, public authorities must respond to request for information with 20 days. If you receive a request for information, please forward it to imps@reading.ac.uk as soon as possible for action can be taken . For more information on freedom of information, please click here .
Intellectual Property	Intellectual Property (also known as IP) refers to ideas that you create and legally own as a result of its copyright, trademarks or patents (known collectively as intellectual property rights (IPR)). Examples of IP can include inventions, literary or artistic works, designs, symbols, names, and images.

Legal Privilege	Legal advice shared between a client and their lawyer is protected by legal privilege, meaning that it cannot be disclosed to any third party (including as court) without the client's consent.
Letter Before Action	Also known as a pre-action letter or a letter before claim, a letter before action is a letter sent from a claimant to a potential defendant warning that legal action will be triggered if the issues details in the letter are not properly resolved.
Memorandum of Agreement	A Memorandum of Agreement (known as an MOA) is an agreement between two parties just before a legally binding contract is entered. The agreement
Memorandum of Understanding	A Memorandum of Understanding (known as an MOU) is an agreement between two parties which includes general terms and goals for their contractual partnership. It is not intended to be legally binding – it is a statement of intent by the parties which does not create legal obligations.
Non-Disclosure Agreement / Confidentiality Agreement	<p>Non-Disclosure Agreements / Confidentiality Agreements (commonly referred to as NDAs) are agreements between parties used to ensure that certain information disclosed by one party to the other will remain confidential by preventing disclosure of such information without express permission.</p> <p>NDAs can be either one-side, so that one party discloses confidential information and the other party is subject to confidentiality obligations in respect of that information, or mutual, so that both parties are disclosing confidential information to the other and both are under confidentiality obligations in respect of the other party's shared confidential information. University of Reading staff should never agree to confidentiality obligations without first speaking to Legal Services.</p>
Patent	A patent provides the inventor with the authority to prevent others from making, using, selling, or importing their invention without permission. You can patent products, processes, methods and Software (if serving a technical purpose)
Procurement	Procurement is the act of obtaining goods or services through a tendering or competitive bidding process. For more information on procurement, please click here .
Signatory	The individual who will sign the document. Staff are not authorised to sign agreements on behalf of the University unless an express delegation has been given to do so.
Trademarks	<p>A trademark is a recognisable sign, design or expression that identifies products or services from one supplier and distinguishes them from all others. It can include words, phrases, sounds, logos, symbols, or colours.</p> <p>The University holds several trademarks, including: the University name and create, the University's brand and logo, the Henley Business School brand and logo, and any trademarks created in relation to University business or activities by any University school, department, member of staff or student.</p>