

OUR POLICIES AND STANDARDS

Setting Digital Pipeline Policies and Standards is the responsibility of the Digital Pipeline's Board of Trustees.

The Trustees will take advice from relevant industry experts, and will regularly consult with Donors, Partners and Beneficiaries to ensure that these Policies and Standards reflect Digital Pipeline's commitment to the highest ethical standards.

Digital Pipeline Policies and Standards will be subject to ongoing review by the Trustees and any changes will be notified by email to all Partners and Beneficiaries and published on the website at www.digitalpipeline.org.

Revisions to these Policies and Standards should be implemented by Partners and Beneficiaries as soon as reasonably practicable and in any event no later than three months following notification.

All Partners and Beneficiaries are required to confirm that they will comply with these Policies and Standards as a condition of their registration. All Donors are required to confirm that they will comply with these Policies and Standards when making a donation.

Nothing in these Policies and Standards is intended to, or shall operate to, create a partnership or joint venture of any kind between Digital Pipeline and its Partners, Beneficiaries or Donors or to authorise any Partner, Beneficiary or Donor of Digital Pipeline to act as agent for any other. Neither Digital Pipeline nor any of its Partners, Beneficiaries or Donors may bind each other in any way unless otherwise agreed in writing by the relevant parties. Digital Pipeline does not take responsibility for, or provide any warranty, express or implied in relation to any services provided by Digital Pipeline Partners.

GLOSSARY

For the purposes of these Policies and Standards, the following words or phrases have the meanings assigned to them below:

Beneficiary	An educational establishment or not for profit organisation, excluding religious and political organisations, that is registered with Digital Pipeline and benefits from receiving Digital Pipeline PCs.
Digital Pipeline/DP	The charity registered with number 1118674.
Digital Pipeline PC	A PC system unit (including a PC keyboard, mouse and monitor) or laptop PC registered with Digital Pipeline that meets DP Computer Standards and is provided to a Beneficiary by a DP Deployment Agent in accordance with these Digital Pipeline Policies and Standards.
Digital Pipeline PC Tracking System	A system operated by Digital Pipeline for registering and tracking Digital Pipeline PCs.
Donor	An organisation donating PCs and/or money to create or fund the provision of Digital Pipeline PCs, as more particularly described in paragraph A.2 of these Digital Pipeline Policies and Standards.
DP Administration Fee	The fee that is payable by Beneficiaries to DP Deployment Agents (and transferrable to Digital

	Pipeline via DP Refurbishers who register Digital Pipeline PCs) for each PC that is registered with Digital Pipeline, as set out in paragraph H.3 of these Digital Pipeline Policies and Standards.
DP Computer Standards	The standards that a refurbished PC must meet in order to qualify as a Digital Pipeline PC, as set out in paragraph C.7 of these Digital Pipeline Policies and Standards.
DP Deployment Agent	An organisation registered with Digital Pipeline that provides ICT solutions for Beneficiaries, using Digital Pipeline PCs as part of the solution. The functions of a DP Deployment Agent are more particularly described in paragraphs D.1 and D.2.
DP Funded PC Donations Program	An initiative whereby Donors either donate funds raised from the sale of their decommissioned ICT equipment to Digital Pipeline, (as more particularly described in paragraph C.9 of these Digital Pipeline Policies and Standards) or make other financial donations.
DP Recycler	An organisation registered with Digital Pipeline that recycles end-of-life PCs for DP Deployment Agents that participate in the Recycling Program.
DP Refurbisher	An organisation registered with DP that: refurbishes Digital Pipeline PCs for Beneficiaries; and/or supplies Digital Pipeline PCs to DP Deployment Agents for Beneficiaries; and/or participates in the DP Funded PC Donations Program. The functions of a DP Refurbisher are more particularly described in paragraph C.2 of these Digital Pipeline Policies and Standards
Membership Fee	The annual membership fee set out in paragraph H.1 of these Digital Pipeline Policies and Standards, which is payable to Digital Pipeline by Partners.
Participant Number	The unique identification number allocated to each Partner, Donor and Beneficiary.
Partner	Any DP Refurbisher, DP Deployment Agent or DP Recycler. A Partner may act in more than one role.
PC Fund	An account held by Digital Pipeline (or held on behalf of Digital Pipeline by a DP Refurbisher) that is used to hold money donated to Digital Pipeline. PC Funds provide funds for DP Deployment Agents to obtain Digital Pipeline PCs for Beneficiaries from DP Refurbishers.
Recycling Fund	A fund managed by Digital Pipeline that is used to pay selected DP Deployment Agents that participate in the DP Recycling Program, as more particularly described in paragraph D.8 of these Digital Pipeline Policies and Standards.
Recycling Program	An initiative operated by Digital Pipeline which encourages selected DP Deployment Agents to participate in the recycling of end-of-life PCs from regions and countries served by Digital Pipeline, as more particularly described in paragraph D.8 of these Digital Pipeline Policies and Standards.
DP Recycling Fee	The fee that is payable by Donors who donate PCs to DP Deployment Agents (and transferrable to DP

	via DP Refurbishers who register Digital Pipeline PCs) for each PC that is registered with Digital Pipeline, as set out in paragraph H.2 of these Digital Pipeline Policies and Standards.
Trustees	The trustees of Digital Pipeline

A. Policies and Standards applying to Donors

1. Donors will comply with all applicable national and international laws in relation to all matters concerning their donations to Digital Pipeline.
2. Organisations that wish to become Donors may do so in any of the following ways:
 - a) By donating their own PCs to a DP Deployment Agent, which will be refurbished to create Digital Pipeline PCs and then provided to Beneficiaries.
 - b) By making cash donations directly to Digital Pipeline, which will be used to fund the provision of Digital Pipeline PCs for Beneficiaries.
 - c) By donating proceeds from the sale of their decommissioned ICT equipment to Digital Pipeline through a DP Refurbisher that participates in the DP Funded PC Donations Program.
3. Donors that donate their own PCs will only donate PCs that comply with the specifications set out at www.digitalpipeline.org. These specifications will be reviewed and updated from time to time in line with the technology needs of Beneficiaries.
4. Donors that donate their own PCs will transfer legal ownership of such PCs to the DP Deployment Agent that accepts their donation. The DP Deployment Agent will make arrangements for a DP Refurbisher to refurbish all donated PCs in accordance with these Digital Pipeline Policies and Standards. Donors will pay the costs of refurbishment and the appropriate Recycling Fee to the DP Deployment Agent.
5. Donors and Digital Pipeline each agree not to make any public announcement about the Donor's donations to Digital Pipeline without the other's prior written consent.
6. Donors will receive quarterly donation reports from Digital Pipeline, which will be sent to the Donor's nominated contact's email address (where this has been provided). This service is only provided to organisations and is not available to individual Donors.
7. Donors consent to their contact details being stored on the Digital Pipeline PC Tracking System.

B. General Policies and Standards applying to Partners

1. Partners will comply with all applicable national and international laws when performing their obligations in connection with Digital Pipeline.
2. Organisations that wish to become Partners must register with Digital Pipeline. Details of how to register can be found on Digital Pipeline's website at www.digitalpipeline.org.
3. Partners will have insurance cover appropriate for their activities in connection with Digital Pipeline.
4. Partners will carry out all work done in connection with Digital Pipeline in a workmanlike manner and to professional standards.
5. Partners shall defend, indemnify and hold harmless Digital Pipeline, its directors, officers, employees, and representatives from and against any and all liabilities, losses, damages, and costs, including reasonable legal fees, resulting from, arising out of, or in any way connected with:
 - i. the performance of Partner duties and obligations under Digital Pipeline's Policies and Standards; or
 - ii. any other activities or actions carried out by the Partner in connection with Digital Pipeline.
6. Partners that export or provide PCs for reuse by Digital Pipeline Beneficiaries agree to:
 - i. fully comply at all times with national laws of the countries they export PCs from/to and any applicable local or international laws governing such exports (including the Basel Convention and the European Council Regulation 259/93/EEC on the shipment of waste);
 - ii. ensure that PCs are whole products that are tested and certified as being in full working order or requiring only minor working repair (e.g. not requiring major repairs such as replacement of components/CRTs/keyboards/mice etc) and that are therefore suitable for reuse with respect to their original purpose;
 - iii. verify that PCs are required for reuse by Beneficiaries in destination countries prior to exporting PCs;
 - iv. ensure that PCs are appropriately packaged and stored for shipment so that they arrive at their destination in full working condition; and
 - v. act in accordance with your country's enactment of the 1997 Organisation of Economic Co-operation and Development Convention on Combating Bribery of Foreign Officials in International Business Transactions or, failing any such enactment, in accordance with the principles of the Convention itself.

7. Partners agree to pay the Membership Fee, the first such Membership Fee to be paid prior to registration with Digital Pipeline. Membership may be cancelled by a Partner at any time by sending written notice to Digital Pipeline at its registered address. No fees will be refunded in the event of cancellation. Partners will promptly notify Digital Pipeline in writing of any changes to the information they submitted upon registration with Digital Pipeline.
8. If a Partner is in breach of these Digital Pipeline Policies and Standards and does not respond positively to any notice of such a breach, or if a Partner acts in a way which is detrimental to Digital Pipeline or its objectives, Digital Pipeline may temporarily suspend or terminate that Partner's membership of Digital Pipeline by sending written notice to the address provided by that Partner upon registration.
9. Partners agree to being audited by Digital Pipeline, or a Digital Pipeline nominee, to ensure compliance with these Digital Pipeline Policies and Standards.. Partners will provide all reasonable assistance to Digital Pipeline and/or its nominee in connection with such audit.
10. Partners and Digital Pipeline each agree not to make any public announcement about the Partner's membership of Digital Pipeline without the other's prior written consent.
11. Partners may utilise the Digital Pipeline PC Tracking System. All Partners will comply with Digital Pipeline's reasonable instructions in connection with the use of the Digital Pipeline PC Tracking System and will keep all user logons allocated to them by Digital Pipeline secure.
12. Partners consent to their contact details being stored on the Digital Pipeline PC Tracking System.
13. Partners agree to use the Digital Pipeline PC Tracking System wherever the business process requires a Partner to use implemented functions.

C. Policies and Standards applying to DP Refurbishers

1. In order to re-install Windows operating systems on refurbished PCs DP Refurbishers must be first be approved as a Microsoft Authorised Refurbisher.¹
2. DP Refurbishers will participate in one or more of the following activities:
 - a) Refurbishing PCs that have been donated to DP Deployment Agents to create Digital Pipeline PCs, which the DP Deployment Agents then provide to Beneficiaries.
 - b) Providing refurbished Digital Pipeline PCs to DP Deployment Agents, which the DP Deployment Agents may obtain using their own funds or funds provided by Digital Pipeline, then provide to Beneficiaries.
 - c) Participating in the DP Funded PC Donations Program.
3. DP Refurbishers will register the details of all Digital Pipeline PCs using the Digital Pipeline Tracking System before they are collected or shipped by a DP Deployment Agent.

The following information is mandatory and registration cannot proceed without it:

- a) The unique serial number of each Digital Pipeline PC.
- b) The DP Refurbisher's asset tracking number.
- c) The type of equipment the Digital Pipeline PC is (i.e. PC system unit /PC monitor/laptop computer).
- d) The operating system installed on the donated PC
- e) The Donor's name.
- f) The participant number of the DP Refurbisher.

The following information is requested but is not mandatory:

- a) The specification of each Digital Pipeline PC.
- b) The manufacturer.
- c) The participant number of the DP Deployment Agent.
- d) The participant number of the Beneficiary.

¹ More information is available at www.microsoft.com/mar.

- e) The Donor's asset tracking number.
4. DP Refurbishers will pay a DP Recycling Fee and DP Administration Fee for each Digital Pipeline PC that they register with Digital Pipeline. Payment of such fees is due no later than the date specified on Digital Pipeline's invoices/statements that are issued to the DP Refurbisher following registration of Digital Pipeline PCs. In the event of non-payment or late payment of such fees, Digital Pipeline reserves the right to temporarily suspend the Refurbisher's use of the Digital Pipeline Tracking System until payment of such fees is received.
5. DP Refurbishers will permanently remove all previous owners' identification marks and data from the hard drives of Digital Pipeline PCs that they prepare before registering them with Digital Pipeline. Removal of data must be performed using data eradication products that are approved by the UK Government's Communications & Electronic Security Group (CESG) as compliant with "Infosec Standard 5, Secure Erasure of Protectively marked Information" or otherwise using products that comply with the U.S. Department of Defense standard (DoD 5220.22-M).
6. DP Refurbishers will ensure that all Digital Pipeline PCs are safe for use and have been tested for electrical faults.
7. DP Refurbishers will ensure all Digital Pipeline PCs are in full working order and fully comply with the following DP Computer Standards:
 - a) All hardware and software must comply with the specifications set out in the 'Digital Pipeline Minimum Specifications' document published on www.digitalpipeline.org. The hardware specification must also meet the requirements of the DP Deployment Agent that the Digital Pipeline PCs will be provided to.
 - b) Digital Pipeline PCs must have the original operating system legally reinstalled. The beneficiary has the freedom to use any operating system they wish. Where required for reinstallation on PCs that were previously licensed with Microsoft Windows, Windows software licences must be obtained via the Microsoft Authorised Refurbisher Program (MAR).²
 - c) Power leads must be supplied.
 - d) Digital Pipeline PCs must have a unique and readable serial number, which will be entered onto the Digital Pipeline PC Tracking System.³
 - e) Digital Pipeline PCs must be clearly labelled with Digital Pipeline branding materials (where these are supplied by Digital Pipeline) according to the instructions given by Digital Pipeline.
8. DP Refurbishers will maintain and operate quality assurance procedure manuals which will be open to audit by Digital Pipeline.

² More information is available at www.microsoft.com/mar.

³ For tracking purposes, it is assumed that the keyboard and mouse are included with the PC system unit.

9. DP Refurbishers that provide solutions to their commercial clients for the refurbishment, remarketing, recycling and disposal of their decommissioned ICT equipment may participate in the DP Funded PC Donations Program. DP Refurbishers that participate in the DP Funded PC Donations Program will:
 - a) Set up and maintain a PC Fund on behalf of Digital Pipeline which will be used for depositing funds raised from the sale of decommissioned ICT equipment belonging to commercial clients of the DP Refurbisher who wish to donate such funds to Digital Pipeline.
 - b) Provide potential Donors with a means to authorise donations to Digital Pipeline of funds raised from the sale of their decommissioned ICT equipment and deposit such donations in the PC Fund held by the DP Refurbisher.
 - c) Contact potential Donors within two working days of receiving their pledge to donate funds from the sale of their decommissioned ICT equipment and notify Digital Pipeline of the outcome when requested by Digital Pipeline.
 - d) Transfer the donated funds into the PC Fund and update PC Fund balances within one week of authorisation from the Donor.
 - e) Verify that the balance of funds held in the PC Fund is correct when updating PC Fund balances.
 - f) Notify Digital Pipeline on a monthly basis of all donations made in this way. Details provided must include the Donor name, a pledge reference ID (supplied to the DP Refurbisher by Digital Pipeline), the amount donated and the date of the donation.
 - g) Transfer funds from the PC Fund held by the DP Refurbisher to Digital Pipeline whenever requested. Digital Pipeline expects that such a funds transfer would take place within seven days of such a request being made.
10. DP Refurbishers that provide Digital Pipeline PCs funded from a PC Fund to DP Deployment Agents serving Beneficiaries will:
 - a) Ensure they receive authorisation from Digital Pipeline before fulfilling any request from a DP Deployment Agent to use funds held in a PC Fund to obtain Digital Pipeline PCs.
 - b) Ensure there is sufficient credit in the PC Fund for providing Digital Pipeline PCs to DP Deployment Agents and that there are sufficient funds remaining in the PC Fund for the DP Refurbisher to pay Digital Pipeline's Recycling Fees for the Digital Pipeline PCs provided to DP Deployment Agents.
 - c) Ensure that the Deployment Agent pays a DP Administration Fee for each Digital Pipeline PC in advance of providing any Digital Pipeline PCs from available PC Funds to the Deployment Agent.

- d) Ensure that the PC Fund does not become overdrawn. Digital Pipeline has no liability in cases where a DP Refurbisher allows this to happen.
 - e) Maintain a fair and competitive pricing policy with respect to any Digital Pipeline PCs that they provide, in order to maximise value for DP Deployment Agents requesting Digital Pipeline PCs for Beneficiaries. Digital Pipeline reserves the right to transfer funds from a PC Fund held by a DP Refurbisher to a different DP Refurbisher if a more competitive price is available.
11. DP Refurbishers will manage fully auditable recycling of all end-of-life ICT equipment they deal with, will measure the environmental impact of such recycling and will ensure that there is minimal landfill as a result of recycling.

D. Policies and Standards applying to DP Deployment Agents

- 1. DP Deployment Agents will accept and process applications from Beneficiaries who wish to receive Digital Pipeline PCs and will provide ICT solutions to Beneficiaries whose applications are successful, using Digital Pipeline PCs as part of the solutions. .
- 2. DP Deployment Agents are only permitted to provide Digital Pipeline PCs to registered DP Beneficiaries or authorised DP Deployment Agents unless otherwise approved in writing by Digital Pipeline in advance. In instances where such approval is given by Digital Pipeline, the DP Deployment Agent must ensure that any approved organisations or individuals that they provide Digital Pipeline PCs to fully comply with Digital Pipeline's Policies and Standards.
- 3. DP Deployment Agents will obtain Digital Pipeline PCs to provide to Beneficiaries by:
 - a) Obtaining donations of PCs from Donors and arranging for such PCs to be refurbished by a DP Refurbisher to create Digital Pipeline PCs.
 - b) Obtaining Digital Pipeline PCs from DP Refurbishers using the DP Deployment Agent's own funds.
 - c) Obtaining Digital Pipeline PCs from DP Refurbishers, where authorised to do so by Digital Pipeline, using PC Funds that are allocated by Digital Pipeline for provision of Digital Pipeline PCs to the DP Deployment Agent.
- 4. When obtaining Donations of PCs from Donors and arranging for such PCs to be refurbished by a DP Refurbisher to create Digital Pipeline PCs, DP

Deployment Agents will pay a DP Administration Fee and DP Recycling Fee to the DP Refurbisher for each Digital Pipeline PC

5. When obtaining Digital Pipeline PCs from DP Refurbishers, using the DP Deployment Agents own funds, DP Deployment Agents will pay the DP Refurbisher that is providing the Digital Pipeline PCs a DP Recycling Fee and DP Administration Fee for each Digital Pipeline PC
6. DP Deployment Agents obtaining Digital Pipeline PCs using PC Funds will:
 - a) Only obtain Digital Pipeline PCs from the DP Refurbishers that hold the PC Funds that have been allocated to them by Digital Pipeline.
 - b) Request authorisation from Digital Pipeline before obtaining Digital Pipeline PCs from those DP Refurbishers and provide those DP Refurbishers with an order reference number provided by Digital Pipeline.
 - c) Pay a DP Administration Fee to the DP Refurbisher for each Digital Pipeline PC that is requested from the DP Refurbisher in advance of any Digital Pipeline PC being provided by the DP Refurbisher. (The DP Recycling Fee will be paid to Digital Pipeline from the PC Funds held)
7. DP Deployment Agents will not ask Beneficiaries, Deployment Agents (or any other parties authorised by DP to receive Digital Pipeline PCs) to pay for Digital Pipeline PCs provided to them, but may ask for payment of reasonable shipping costs and other fees as appropriate to cover installation, management, training and other costs relevant to making Digital Pipeline PCs operational by Beneficiaries. DP Deployment Agents may also charge a fixed handling charge for each Digital Pipeline PC that is provided, in respect of reasonable administration costs incurred by DP Deployment Agents in processing the applications they receive for Digital Pipeline PCs and arranging the provision of Digital Pipeline PCs. Additionally, Deployment Agents may also charge a DP Administration Fee for each Digital Pipeline PC that is provided to Beneficiaries. On any Deployment Agent communications (including invoices) it must be clearly stated that the DP PC is a free of charge item and all other charges (including DP Administration Fees) must be itemised separately.
8. DP Deployment Agents are required to update the Digital Pipeline PC Tracking System with information relating to any Digital Pipeline PCs that they provide to Beneficiaries (or to other DP Deployment Agents who act as intermediaries for Beneficiaries) within one month of the Digital Pipeline PC being deployed for the benefit of a Beneficiary.

The following information must be provided:

- a) The serial number of Digital Pipeline PC.
- b) The participant number(s) of DP Deployment Agent(s).
- c) The participant number of Beneficiary.
- d) The date of deployment.

9. Digital Pipeline PCs that are provided with a Microsoft Authorised Refurbisher Certificate of Authenticity must only be provided to Beneficiaries who satisfy the recipient eligibility requirements of the Microsoft Authorised Refurbisher Program⁴. DP Deployment Agents must provide the DP Refurbisher with information that substantiates this prior to shipment of Digital Pipeline PCs to Beneficiaries.
10. Digital Pipeline operates a Recycling Program that encourages DP Deployment Agents to participate in the recycling of end-of-life PCs from the regions and countries served by Digital Pipeline. The DP Recycling Program operates as follows:
 - a) DP Deployment Agents that participate in the Recycling Program ("**Participating DP Deployment Agents**") will endeavour to:
 - Arrange or carry out the removal and recycling of one PC monitor per every Digital Pipeline PC monitor that they have provided to Beneficiaries.
 - Arrange or carry out the removal and recycling of 13 kg of PC system unit/ laptop computer components per every Digital Pipeline PC system unit/ laptop computer they have provided to Beneficiaries.
 - Enable the re-use of working components from disassembled PCs as an alternative to recycling whenever practical.
 - b) Participating DP Deployment Agents will only use the recycling services of authorised DP Recyclers. Monitors must be delivered to DP Recyclers separately from other PC components and must also be delivered whole, without any disassembly.
 - c) Digital Pipeline will maintain and manage a Recycling Fund. Participating DP Deployment Agents will be allocated an allowance from the Recycling Fund which they can claim against as follows:
 - Participating DP Deployment Agents can claim £7 from their Recycling Fund allowance for every PC monitor they recycle/ arrange the recycling of.
 - Participating DP Deployment Agents can claim £3 from their Recycling Fund allowance for every 13kg of PC system unit/ laptop computer components they recycle/ arrange the recycling of.
 - Participating DP Deployment Agents can only claim against their Recycling Fund allowance for recycled end-of-life PC monitors and PC system unit/ laptop computer components from regions and countries that Digital Pipeline has allocated recycling funds to.
 - Participating DP Deployment Agents cannot claim any more than the maximum Recycling Fund allowance allocated to them. Any recycling costs incurred by Participating DP Deployment

⁴ More information is available at www.microsoft.com/mar.

Agents over and above their Recycling Fund allowance will be met by such DP Deployment Agents from their own funds.

- d) Participating DP Deployment Agents will provide verification to Digital Pipeline to support any approved claim against their Recycling Fund allowance including:
- Documentation from a DP Recycler that itemises the number of whole PC monitors recycled and/or the weight/types of PC system unit/ laptop computer components that have been recycled.
 - Shipping and customs documentation (where applicable) that specifies the contents and weights of shipments containing whole PC Monitors and/or PC system unit/ laptop components being delivered to DP Recyclers.
- e) Participating DP Deployment Agents will utilise their Recycling Fund allowances as soon as is practically possible. Recycling Fund allowances that are not claimed within 12 months of their date of allocation will be reallocated to other Participating DP Deployment Agents or invested in recycling projects in regions and countries served by Digital Pipeline.

E. Policies and Standards applying to DP Recyclers

1. DP Recyclers will provide DP Deployment Agents that participate in the Recycling Program and that use their recycling services with documentation to verify that a certain number of PC monitors and/or a certain weight/type of PC system unit/ laptop computer components have been recycled.
2. DP Recyclers will keep a full environmental audit trail in respect of the recycling of PCs and components, and will ensure that there is minimal landfill as a result of recycling.

F. Policies and Standards applying to Beneficiaries

1. Beneficiaries will comply with all applicable laws in relation to their membership of Digital Pipeline.
2. Educational establishments and not for profit organisations that wish to become Beneficiaries must first register with Digital Pipeline. Details of how to register can be found on the Digital Pipeline website at www.digitalpipeline.org. Commercial, religious and political organisations are not eligible to become Beneficiaries.

3. Once they have received confirmation from Digital Pipeline that their registration has been accepted, Beneficiaries may apply to DP Deployment Agents to receive Digital Pipeline PCs. Such applications must only be made to authorised DP Deployment Agents whose details are listed in the Partners area of the Digital Pipeline website at www.digitalpipeline.org.
4. Digital Pipeline PCs will be provided to Beneficiaries complete with an operating system installed.. Following receipt of a Digital Pipeline PC, Beneficiaries may choose to install or use a different operating system to the one that was originally provided with the donated PC.
5. Beneficiaries will pay Deployment Agents that provide them with Digital Pipeline PCs a Digital Pipeline Administration Fee of £5 for each Digital Pipeline PC that is provided unless the DP Admin Fees that are due for each PC are paid by the Deployment Agent on the Beneficiary's behalf. Beneficiaries are also expected to pay reasonable shipping and handling fees to the DP Deployment Agent that supplies them with Digital Pipeline PCs, along with other fees where appropriate to cover installation, management, training and other costs relevant to making the Digital Pipeline PCs operational by the Beneficiary.
6. Digital Pipeline PCs may only be used by Beneficiaries who receive them and must not be sold or passed on to anyone else by the Beneficiary.
7. Digital Pipeline PCs are provided to Beneficiaries for educational use. Usage for political, religious or commercial purposes is not permitted.
8. Beneficiaries and Digital Pipeline each agree not to make any public announcement about the Beneficiary's membership of Digital Pipeline without the other's prior written consent.
9. If a Beneficiary is in breach of these Digital Pipeline Policies and Standards and does not respond positively to any notice of such a breach, or acts in a way which is detrimental to Digital Pipeline or its objectives, Digital Pipeline may terminate that Beneficiary's registration with Digital Pipeline by sending written notice to the address given upon registration of that Beneficiary.
10. Beneficiaries consent to their contact details being stored on the Digital Pipeline PC Tracking System.

G. Digital Pipeline Obligations

1. Digital Pipeline will use Recycling Fees exclusively for funding the Recycling Program (via the Recycling Fund).
2. Digital Pipeline will use cash donations received from Donors and funds raised through the DP Funded PC Donations Program for the following purposes:

- a) Funding the provision of Digital Pipeline PCs for Beneficiaries (via a PC Fund).
 - b) Funding the Recycling Program (via the Recycling Fund).
 - c) Maintaining the Digital Pipeline PC Tracking System.
 - d) Auditing Partners.
 - e) Supporting the costs of administering and promoting Digital Pipeline's charitable aims and objectives
3. Digital Pipeline will provide access to the Digital Pipeline PC Tracking System to Partners, subject to their compliance with these Digital Pipeline Policies and Standards. Digital Pipeline will provide a user logon to the Digital Pipeline PC Tracking System for each Partner. Digital Pipeline may block access to the Digital Pipeline PC Tracking System in respect of any Partner where that Partner's user logon is improperly used or where that Partner does not comply with these Digital Pipeline Policies and Standards.
 4. Digital Pipeline will maintain the Digital Pipeline PC Tracking System and ensure that it provides functionality that enables Partners to submit data, obtain status reports and verify whether PCs are accredited Digital Pipeline PCs (based on a serial number search).
 5. Digital Pipeline will provide Donors with quarterly donation reports, which shall be sent to the Donor's nominated contact's email address (where this is provided). This service is only provided to organisations and is not available to individual Donors.
 6. Subject to the Donor's consent, Digital Pipeline may use information from the Digital Pipeline PC Tracking System in connection with the promotion of Digital Pipeline.

H. Fees

1. Membership Fee for Partners:

European-based	£200.00 p.a.
Developing country based	£ 50.00 p.a.

2. Digital Pipeline PC Recycling Fee:

PC monitors	£7 per item
PC system units	£3 per item
Laptop computers	£10 per item

3. Digital Pipeline PC Administration Fee:

£5 per PC

