

Agreement Overview

TERMSET

TermSet
Termset

Available to purchase until 31/01/2021

This agreement offers two products from the UK company TermSet: ScanR and TagR. ScanR is used to discover and report on Personal Identifiable Information (PII) within documents stored in multiple systems, helping sites to become GDPR-compliant; TagR is a low cost software product that automatically applies Metadata and Taxonomies to documents stored within Microsoft SharePoint 2013, 2016 and Office 365

Key Facts

Benefits

- 50%+ discount vs commercial pricing
- Site licence
- ScanR helps with GDPR compliance
- TagR makes Sharepoint more manageable.
- Option of annual payments or discounted one-off payment for three years

Important dates

Agreement start: 1 February 2018

Agreement end: 31 January 2021

Subsequent invoice date: Three months in advance of the anniversary date of the licence.

Commitment Period

Institutions must make a three-year commitment from the date of joining.

Licence type

Site licence.

Trial

Free trials are available. TermSet will provide a full production version 7 day evaluation licence key. To arrange your free trial please email [Chest Help](#)

Eligible Institutions

Higher and Further Education and Research Councils in the United Kingdom, and to Universities and Colleges of Further Education in the Republic of Ireland.

Other organisations aligned with Eduserv's charitable objectives of supporting education, research bodies and the public sector may ask to participate in the Agreement. Eduserv will liaise with the Supplier about any such requests.

Product Information

Supplier Details

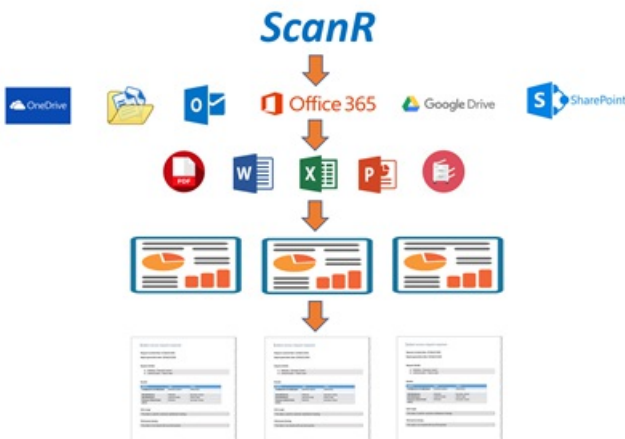
Licensor: Document Insights Ltd, registered in England and Wales (company number 9147037), whose registered office is 15 Warwick Road, Stratford-upon-Avon, CV37 6YW

Product Description

ScanR is a unique product that uses Artificial Intelligence to identify and retrieve GDPR Personal Identifiable Information within documents. This means institutions can now automate the process when responding to GDPR “Right to be forgotten” or “Subject Matter” requests.



TermSet ScanR automatically scans, identifies and retrieves all personal information in all documents stored within multiple systems such as File Shares, O365, SharePoint, Google Drive, Databases, DropBox, One Drive, and CRM.



TermSet ScanR automatically scans, identifies and retrieves all personal information in all documents stored within multiple systems.

ScanR delivers an interactive dashboard to score the level of risk and exposure for identifiable personal information and subject access requests.

Sensitive documents can be identified and workflows can be initiated for routing, classification, governance and quarantine purposes.

Short demo video [here](#)

TagR is a unique software product that helps organisations enrich their Microsoft SharePoint search and accelerate migrations to Office 365, automatically applying Metadata and Taxonomies to documents stored within SharePoint, with no burden on the users or the IT team. TagR delivers the Google search experience within SharePoint and guarantees SharePoint end user adoption.

Short demo video [here](#).

Service and Support

Trials

Free trials are available. TermSet will provide a full production version 7 day evaluation licence key. To arrange your free trial please email help@chest.ac.uk

Product Documentation

Full product documentation will be provided with the licence keys.

Training and Training Materials

This Agreement does not include provision for training other than that which is provided within the software and product documentation

Technical Support

TermSet will provide full product technical support to the nominated Technical Contact and/or his/her Deputy at Licensed Institutions during normal business hours. Support is delivered via email. TermSet can be contacted at: Email: support@termset.com

Method of delivery of product

The master copies of media and Licensed Materials will be delivered to the Licensed Site by TermSet. Some materials may be supplied electronically. Delivery can be expected in 5 working days from receipt of licence paperwork.

Hardware requirements

Although the software can be installed on any 64 operating system (including Windows 10) for evaluation purposes, for the production installation the following minimum hardware requirements are recommended.

Deployment type and scale	RAM	Processor	Hard disk space
Up to one million documents stored on File Shares or SharePoint	8 GB	64-bit, 4 cores	80 GB for system drive
Over one million documents stored on File Shares or SharePoint	16 GB	64-bit, 4 cores	200 GB for system drive

Software prerequisites

The following software packages are required prior to the installation of ScanR.

Package	Download location	Size
.Net 4.5.2 or later	https://www.microsoft.com/en-gb/download/details.aspx?id=42642	66.8 MB
SQL CE 4.0 x64	https://www.microsoft.com/en-gb/download/details.aspx?id=17876	2.5 MB

Account requirements

For audit and security purposes it is recommended that the ScanR software uses a dedicated account.

Scenario	Requirement
Installation	Local administrator privileges are required on the machine to install the software
File Share Scanning	Read access to all content that is required to be scanned
SharePoint Scanning	Read access to all content that is required to be scanned
SharePoint scanning and marking of documents with metadata	Site collection administration access is required for the first scan of a SharePoint location (to allow for the creation of site collection columns which will be added to each library). For subsequent scans a minimal access of Contribute is required in order to modify the properties of documents (adding metadata values).

Installation

The software is provided as a single MSI file.

Installation steps:

- Ensure the minimum hardware requirements are met
- Ensure the prerequisite software packages are installed
- Using an account with local administration rights run the provided ScanR.msi file.

Useful Resources

Demo of ScanR

TermSet GDPR ScanR discovers, reports and takes actions around sensitive data within an organisation -

[Watch the video](#)

GDPR Sensitive Data Discovery with ScanR

Find out how ScanR can help your organisation comply with GDPR in this presentation given May 2018

[DOWNLOAD»](#)

Terms and Conditions

The Chest Order, together with the Licence Terms and Conditions, and any exceptions listed below, create a legally binding contract between your institution, organisation or company and the Licensor. Therefore please read the terms and conditions carefully and only submit a Chest Order if its terms and conditions are acceptable to your institution, organisation or company and you have the authority to make the financial commitment shown.

Licence Type

This Site licence is subject to the terms and conditions for the [Standard Chest Licence for Software](#).

Copying of the Software is allowed in accordance with the terms and conditions for the Standard Chest Licence for Software.

Termination Clauses

At the end of a Licence period the software sites will be required to delete the software from their systems.

It is the intention of Eduserv and TermSet to renew this three year Agreement. If the Agreement is renewed or extended then new conditions may apply. If the Agreement is not renewed then any extension is a matter between institutions and TermSet.

Location and Use Permissions

The product(s) may be used by any Authorised User of the Licensee for Educational Purposes which includes the administration and management of the licensee's educational and research operations. These permissions are described in the terms and conditions for the Standard Chest Licence for Software.

Home use by Students and Staff is **not** permitted.

Personal Licences

N/A

Products and Pricing

ScanR Pricing

Band	Student FTE	Payment Type	Price £
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Small Band	Up to 3,000 Student FTE	Annual Payment Type	1,500 Price £
Medium	3,001 - 10,000	Annual	3,999
Large	10,001 - 20,000	Annual	7,999
Extra Large	20,001 or more	Annual	9,999
Small	Up to 3,000	Single one-off in advance	3,825
Medium	3,001 - 10,000	Single one-off in advance	10,197
Large	10,001 - 20,000	Single one-off in advance	20,397
Extra Large	20,001 or more	Single one-off in advance	25,497

TagR Pricing

No. of documents processed per licence year	Payment Type	Price £
up to 50,000	Annual	3,999
up to 250,000	Annual	7,999
up to 1 Million	Annual	9,999
Additional 1 Million	Annual	7,999
up to 50,000	Single one-off in advance	10,197
up to 250,000	Single one-off in advance	20,397
up to 1 Million	Single one-off in advance	25,497
Additional 1 Million	Single one-off in advance	20,397

Payment Terms

On receipt of a completed Licence, Institutions will be invoiced for the Agreement year in which the Licence is signed. For each subsequent year, Institutions will be invoiced three months in advance of the anniversary date of the licence. Purchase orders and payments for the licence fee must be made to "Eduserv". Invoices are payable within 30 calendar days of the date of invoice.

Price is fixed at time of sign-up to the Agreement for the full term of the 3-year licence.

Institutions may, if they wish, pay a single charge to cover their commitment period (3 years).

Chest is an Enterprise of Jisc. All Purchase orders must be made out to JISC, One Castlepark, Tower Hill, Bristol, BS2 0JA

Payments are due within thirty days of invoice date; recipients of late payments are entitled to interest in accordance with *UK statutory provisions*.