

31/01/2025

Heikko Kallaste, Product Manager
RIT, Estonian IT Centre
Lootsa 8A, 11415 Tallinn, Estonia

**One-Time, Limited, Temporary Permission for the
RIT, Estonian IT Centre (“Customer”) to
Record and Host On-Demand the
MS Planner, Project Online and Lists session on 21st of the February (held live 21/02/2025) (“Workshop”)**

Dear Heikko:

The purpose of this letter is to respond to Customer’s request to record and host the Workshop on-demand. Subject to the terms of this letter, Microsoft permits Customer to do so, on a one-time, limited, temporary basis:

1. Customer is solely responsible for obtaining all necessary consents, releases, waivers, or other permissions from all the individuals who participated in the Workshop, other than individuals who are Microsoft employees or its representatives. Such consents, releases, waivers, or permissions must be sufficient for Customer to comply with all laws and regulations applicable to Customer’s recording and hosting the Workshop on-demand, as described in this letter. Such laws and regulations include, but are not limited to, those related to ethics, privacy and data protection (including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to processing of personal data and the free movement of that data).
2. Customer must host the Workshop on-demand at a secure, encrypted location (“Portal”). Each individual with access to the Portal must do so via an authorized, secure account. Customer is solely responsible for any and all activities that occur at or within the Portal, and the entire risk as to quality and performance of the Portal is Customer’s, including, but not limited to, all responsibility of related support, servicing or repair.
3. Customer will use the Workshop for internal purposes only, and will not use it in any way that is disparaging to Microsoft.
4. Customer must ensure the Workshop is accessible only:
 - a. To Customer’s fulltime employees,
 - b. Fulltime employees of Customer’s affiliates, provided that Customer remains solely responsible for use of the recordings in line with this letter. For purposes of this letter, customer’s affiliates include:
 - i. Eesti Laulu- ja Tantsupeo SA
 - ii. Eesti Riiklik Sümfooniaorkester SA
 - iii. Justiits- ja Digiministeerium
 - iv. Majandus- ja Kommunikatsiooniministeerium
 - v. Riigi Info- ja Kommunikatsioonitehnoloogia Keskus
 - vi. Sotsiaalministeerium
 - vii. Eesti Filharmoonia Kammerkoor
 - viii. Eesti Rahvusvahelise Arengukoostöö Keskus

- ix. Eesti Riiklik Sümfooniaorkester
- x. Eesti Varude Keskus
- xi. Jõulumäe Tervisespordikeskus SA
- xii. Justiits- ja Digiministeerium
- xiii. Keeleamet
- xiv. Majandus- ja Kommunikatsiooniministeerium
- xv. Soolise võrdõigussuse ja võrdse kohtlemise voliniku kantselei
- xvi. Sotsiaalministeerium
- xvii. Riigi Info- ja Kommunikatsioonitehnoloogia Keskus
- xviii. Eesti Lastekirjanduse Keskus
- xix. Eesti Arhitektuurimuuseum

c. Within Estonia;

d. Up until no greater than 30 days from 21/02/2025.

- 5. Customer must promptly notify Microsoft of any unauthorized use of or access to the Workshop.
- 6. Prior to date set in s. 4(d) above upon Microsoft's request, Customer will promptly remove or substitute version of the Workshop recording.
- 7. Other than expressly described herein, Customer may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information from the Workshop.
- 8. **NO WARRANTY. THE WORKSHOP IS FOR INFORMATIONAL AND TRAINING PURPOSES ONLY. MICROSOFT PROVIDES IT "AS IS" WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR NON-INFRINGEMENT. IN NO EVENT SHALL MICROSOFT BE LIABLE FOR ANY CLAIM, DAMAGES OR ANY OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION TO THE WORKSHOP.**

Except as expressly set forth herein, nothing in this letter shall be deemed to amend, waive or modify the terms of any written or binding agreement between Customer and Microsoft, nor will this letter be interpreted as any commitment on the part of Microsoft. The permission for Customer to record and host the Workshop on-demand is contingent upon Customer agreeing to and complying with all the terms of this letter, including but not limited to Company's compliance with the requirements as described in 1-7 above.

If you have any questions, please contact Customer Success Account Manager Liga Petersone. Thank you for doing business with Microsoft.

Sincerely,

Liga Petersone

ACKNOWLEDGED, ACCEPTED AND AGREED:

Authorized Representative: Ergo Tars

Title: Director General

Date: