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Contract for Data Sets from Globaldata



Old Admiralty Building, London, SW1A 2BL

attn: [Redacted Under FOIA Section 40, Personal Information]

[Redacted Under FOIA Section 40, Personal Information]

GlobalData Plc.

John Carpenter House, 7 Carmelite St,
London, EC4Y 0AN

Attn: [Redacted Under FOIA Section 40, Personal Information]

By email to: [Redacted Under FOIA Section 40, Personal Information]

Date: 28th March 2024

Your ref:

Our ref: Project_3185

Dear Sirs,

Supply of GlobalData data sets (Medical Devices - Marketed Products)

Following your proposal for the supply of the above-mentioned data sets to The Department for Business & Trade, we are pleased to confirm our intention to award this contract to you.

The attached Order Form, contract conditions (Conditions) and the Annexes set out the terms of the contract between you and The Department for Business & Trade for the provision of the Deliverables set out in the Order Form (the Contract).

We thank you for your co-operation to date and look forward to forging a successful working relationship resulting in a smooth and successful Delivery of the Deliverables. Please confirm your acceptance of the Conditions by signing and returning the Order Form to [Redacted Under FOIA Section 40, Personal Information] at the above address within seven days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for the Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

[Redacted Under FOIA Section 40, Personal Information]

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Order Form

1. Contract Reference	Project_3185	
2. Date	01/04/2024	
3. Buyer	Department for Business & Trade, Old Admiralty Building, London, SW1A 2BL	
4. Supplier	GlobalData Plc <i>John Carpenter House, 7 Carmelite St, London EC4Y 0AN</i> <i>Registration number: 05968121</i>	
5. The Contract	<p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract terms and conditions ("Conditions") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	<p>Full datasets for Medical devices - marketed products. These full data sets will be available to download into Buyer's and participating Global Supply Chain Intelligence Programme (GSCIP) departments' infrastructure (Department for Business and Trade (DBT), Department for Science, Innovation and Technology and its Executive Agencies (DSIT), Ministry of Defence (MoD), HM Treasury (HMT), Cabinet Office and its Executive Agencies (CO), Foreign and Commonwealth Development Office (FCDO), NHS Supply Chain) to be used in accordance with GSCIP purposes within seven days of this Contract being signed and updates will be provided during the duration of the contract from the Start Date to the Expiry Date.</p> <p>Delivered in accordance with the following instructions:</p> <p>Deliverable 1 Supplier will provide relevant historic data for datasets in JSON formatted files delivered via FTP within 7 days of the date of this agreement.</p>

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		<p>Deliverable 2</p> <p>Supplier will provide active Token IDs so that the Buyer can access datasets via REST API for 12 months from the Start Date. Data delivered via REST API will be in JSON formatted files.</p> <p>Date of Delivery: Within seven days of this Contract being signed.</p> <p>The method of data transfer between the Supplier to the Buyer will be secure and will be agreed by both parties. The data transfer method will be reviewed on an ongoing basis as security standards change. Any changes to the Contract that become necessary as a result of the Buyer's ongoing security review will be made in accordance with Clause 24. Where the Supplier does not agree a variation which has been requested by the Buyer following a security review, the Buyer can terminate the Contract by issuing a termination notice and the provisions of Clause 11.4(a) to (f) inclusive shall apply in the event of such termination.</p>
	Services	GlobalData's Software team will be available to provide support with regards data downloading, access issues and with questions regarding data integration. The team will be available between 8AM and 5PM on weekdays throughout the Term of the Contract.
7. Specification	The specification of the Deliverables is as set out in Annex 2.	
8. Term	The Term shall commence on the date stated in the Order Form until the Expiry Date which shall be 31st March 2025 , unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.	
9. Charges	<p>The Charges for the Deliverables shall be as set out below:</p> <p>£180,000 + VAT inclusive of data downloads, updates and support services throughout the duration of the Contract. Payment will be made in two Bi-Annual payments of £90,000 + VAT, to be invoiced on 12th July 2024 and 24th March 2025 and payable within 30 days of issuing a valid, receipted invoice to DBT (through UK SBS) bearing a Purchase Order (PO) number.</p> <p><i>Optional additional works subject to written confirmation from the Buyer</i></p>	

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	<i>Price per additional Authorised User: £1,800 + VAT</i>	
10. Payment	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p style="text-align: center;">The Department for Business and Trade c/o UK SBS, Queensway House West Precinct Billingham TS23 2NF ap@uksbs.co.uk 03332079122</p> <p>Within ten Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to</p> <p>Finance@services.uksbs.co.uk</p>	
11. Buyer Authorised Representatives	<p>For general liaison your contact will continue to be:</p> <p><small>Redacted Under FOIA Section 40, Personal Information</small></p> <p>or, in their absence,</p> <p><small>Redacted Under FOIA Section 40, Personal Information</small></p>	
12. Address for notices	<p>Buyer:</p> <p>Department for Business & Trade, Old Admiralty Building, London, SW1A 2BL</p> <p>Attention: <small>Redacted Under FOIA Section 40, Personal Information</small></p> <p>Email: <small>Redacted Under FOIA Section 40, Personal Information</small></p>	<p>Supplier:</p> <p>GlobalData UK Ltd John Carpenter House, 7 Carmelite St, London EC4Y 0AN</p> <p>Attention: <small>Redacted Under FOIA Section 40, Personal Information</small></p>

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Annex 1 – Authorised Processing Template

1. Status of the Controller

- 1.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, the nature of the activity carried out by each of them in relation to their respective obligations under a Contract dictates the status of each party under the DPA 2018.

A Party may act as:

- 1.1.1 “Controller” in respect of the other Party who is “Processor”;
- 1.1.2 “Processor” in respect of the other Party who is “Controller”;
- 1.1.3 “Joint Controller” with the other Party;
- 1.1.4 “Independent Controller” of the Personal Data where the other Party is also “Controller”,

in respect of certain Personal Data under a Contract and shall specify in this Annex 1 (*Processing Personal Data*) which scenario they think shall apply in each situation.

2. Where one Party is Controller and the other Party its Processor

- 2.1 Where a Party is a Processor, the only Processing that it is authorised to do is listed in this Annex 1 (*Processing Personal Data*) by the Controller.
- 2.2 The Processor shall notify the Controller immediately if it considers that any of the Controller’s instructions infringe the Data Protection Legislation.
- 2.3 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of the Controller, include:
- 2.3.1 a systematic description of the envisaged Processing and the purpose of the Processing;
 - 2.3.2 an assessment of the necessity and proportionality of the Processing in relation to the Services;
 - 2.3.3 an assessment of the risks to the rights and freedoms of Data Subjects; and
 - 2.3.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

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2.4 The Processor shall, in relation to any Personal Data Processed in connection with its obligations under the Contract:

2.4.1 Process that Personal Data only in accordance with Annex 1 (*Processing Personal Data*), unless the Processor is required to do otherwise by Law. If it is so required the Processor shall notify the Controller before Processing the Personal Data unless prohibited by Law;

2.4.2 ensure that it has in place Protective Measures, including in the case of the Supplier the measures set out in Clause 13.3 of the Contract, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:

- a) nature of the data to be protected;
- b) harm that might result from a Personal Data Breach;
- c) state of technological development; and
- d) cost of implementing any measures;

2.4.3 ensure that:

- a) the Processor Personnel do not Process Personal Data except in accordance with the Contract (and in particular Annex 1 (*Processing Personal Data*));
- b) it uses all reasonable endeavours to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (i) are aware of and comply with the Processor's duties under this Annex 1, Clauses 13 (Data protection), 14 (What you must keep confidential) and 15 (When you can share information);
 - (ii) are subject to appropriate confidentiality undertakings with the Processor or any Subprocessor;
 - (iii) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Controller or as otherwise permitted by the Contract; and
 - (iv) have undergone adequate training in the use, care, protection and handling of Personal Data;

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- 2.4.4 not transfer Personal Data outside of the UK unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
- a) the transfer is in accordance with Article 45 of the UK GDPR (or section 73 of DPA 2018); or
 - b) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or section 75 of the DPA 2018) as determined by the Controller which could include relevant parties entering into the International Data Transfer Agreement (the “**IDTA**”), or International Data Transfer Agreement Addendum to the European Commission’s SCCs (the “**Addendum**”), as published by the Information Commissioner’s Office from time to time, as well as any additional measures determined by the Controller;
 - c) the Data Subject has enforceable rights and effective legal remedies;
 - d) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
 - e) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the Processing of the Personal Data;
- 2.4.5 where the Personal Data is subject to EU GDPR, not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
- a) the transfer is in accordance with Article 45 of the EU GDPR; or
 - b) the transferring Party has provided appropriate safeguards in relation to the transfer in accordance with Article 46 of the EU GDPR as determined by the non-transferring Party which could include relevant parties entering into Standard Contractual Clauses in the European Commission’s decision 2021/914/EU or such updated version of such Standard Contractual Clauses as are published by the European Commission from time to time as well as any additional measures determined by the non-transferring Party;
 - c) the Data Subject has enforceable rights and effective legal remedies;

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- d) the transferring Party complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the non-transferring Party in meeting its obligations); and
 - e) the transferring Party complies with any reasonable instructions notified to it in advance by the non-transferring Party with respect to the processing of the Personal Data; and
- 2.4.6 at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Contract unless the Processor is required by Law to retain the Personal Data.
- 2.5 Subject to Paragraph 2.6 of this Annex 1, the Processor shall notify the Controller immediately if in relation to it Processing Personal Data under or in connection with the Contract it:
 - 2.5.1 receives a Data Subject Access Request (or purported Data Subject Access Request);
 - 2.5.2 receives a request to rectify, block or erase any Personal Data;
 - 2.5.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - 2.5.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under the Contract;
 - 2.5.5 receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
 - 2.5.6 becomes aware of a Personal Data Breach.
- 2.6 The Processor's obligation to notify under Paragraph 2.5 of this Annex 1 shall include the provision of further information to the Controller, as details become available.
- 2.7 Taking into account the nature of the Processing, the Processor shall provide the Controller with assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under Paragraph 2.5 of this Annex 1 (and insofar as possible within the timescales reasonably required by the Controller) including by immediately providing:
 - 2.7.1 the Controller with full details and copies of the complaint, communication or request;

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- 2.7.2 such assistance as is reasonably requested by the Controller to enable it to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
 - 2.7.3 the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
 - 2.7.4 assistance as requested by the Controller following any Personal Data Breach; and/or
 - 2.7.5 assistance as requested by the Controller with respect to any request from the Information Commissioner's Office or any other regulatory authority, or any consultation by the Controller with the Information Commissioner's Office or any other regulatory authority.
- 2.8 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Annex 1. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
- 2.8.1 the Controller determines that the Processing is not occasional;
 - 2.8.2 the Controller determines the Processing includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR; or
 - 2.8.3 the Controller determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 2.9 The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
- 2.10 The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
- 2.11 Before allowing any Subprocessor to Process any Personal Data related to the Contract, the Processor must:
- 2.11.1 notify the Controller in writing of the intended Subprocessor and Processing;
 - 2.11.2 obtain the written consent of the Controller;
 - 2.11.3 enter into a written agreement with the Subprocessor which give effect to the terms set out in this Annex 1 such that they apply to the Subprocessor; and
 - 2.11.4 provide the Controller with such information regarding the Subprocessor as the Controller may reasonably require.

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- 2.12 The Processor shall remain fully liable for all acts or omissions of any of its Subprocessors.
- 2.13 The Buyer may, at any time on not less than 30 Working Days' notice, revise this Annex 1 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to the Contract).
- 2.14 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Buyer may on not less than 30 Working Days' notice to the Supplier amend the Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

3. Where the Parties are Joint Controllers of Personal Data

- 3.1 In the event that the Parties are Joint Controllers in respect of Personal Data under the Contract, the Parties shall implement Paragraphs that are necessary to comply with UK GDPR Article 26 based on the terms provided by the Buyer.

Independent Controllers of Personal Data

- 3.2 With respect to Personal Data provided by one Party to another Party for which each Party acts as Controller but which is not under the Joint Control of the Parties, each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller.
- 3.3 Each Party shall Process the Personal Data in compliance with its obligations under the Data Protection Legislation and not do anything to cause the other Party to be in breach of it.
- 3.4 Where a Party has provided Personal Data to the other Party in accordance with Paragraph **Error! Reference source not found.** of this Annex 1 above, the recipient of the Personal Data will provide all such relevant documents and information relating to its data protection policies and procedures as the other Party may reasonably require.
- 3.5 The Parties shall be responsible for their own compliance with Articles 13 and 14 UK GDPR in respect of the Processing of Personal Data for the purposes of the Contract.
- 3.6 The Parties shall only provide Personal Data to each other:
- 3.6.1 to the extent necessary to perform their respective obligations under the Contract;
- 3.6.2 in compliance with the Data Protection Legislation (including by ensuring all required data privacy information has been given to affected Data Subjects to meet the requirements of Articles 13 and 14 of the UK GDPR); and

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- 3.6.3 where it has recorded it in Annex 1 (*Processing Personal Data*).
- 3.7 Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its Processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.
- 3.8 A Party Processing Personal Data for the purposes of the Contract shall maintain a record of its Processing activities in accordance with Article 30 UK GDPR and shall make the record available to the other Party upon reasonable request.
- 3.9 Where a Party receives a request by any Data Subject to exercise any of their rights under the Data Protection Legislation in relation to the Personal Data provided to it by the other Party pursuant to the Contract (**“Request Recipient”**):
- 3.9.1 the other Party shall provide any information and/or assistance as reasonably requested by the Request Recipient to help it respond to the request or correspondence, at the cost of the Request Recipient; or
- 3.9.2 where the request or correspondence is directed to the other Party and/or relates to that other Party's Processing of the Personal Data, the Request Recipient will:
- a) promptly, and in any event within five (5) Working Days of receipt of the request or correspondence, inform the other Party that it has received the same and shall forward such request or correspondence to the other Party; and
 - b) provide any information and/or assistance as reasonably requested by the other Party to help it respond to the request or correspondence in the timeframes specified by Data Protection Legislation.
- 3.10 Each Party shall promptly notify the other Party upon it becoming aware of any Personal Data Breach relating to Personal Data provided by the other Party pursuant to the Contract and shall:
- 3.10.1 do all such things as reasonably necessary to assist the other Party in mitigating the effects of the Personal Data Breach;
- 3.10.2 implement any measures necessary to restore the security of any compromised Personal Data;
- 3.10.3 work with the other Party to make any required notifications to the Information Commissioner's Office or any other regulatory authority and

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affected Data Subjects in accordance with the Data Protection Legislation (including the timeframes set out therein); and

3.10.4 not do anything which may damage the reputation of the other Party or that Party's relationship with the relevant Data Subjects, save as required by Law.

3.11 Personal Data provided by one Party to the other Party may be used exclusively to exercise rights and obligations under the Contract as specified in Annex 1 (*Processing Personal Data*).

3.12 Personal Data shall not be retained or processed for longer than is necessary to perform each Party's respective obligations under the Contract which is specified in Annex 1 (*Processing Personal Data*).

3.13 Notwithstanding the general application of Paragraphs 2.1 to 2.14 of this Annex 1 to Personal Data, where the Supplier is required to exercise its regulatory and/or legal obligations in respect of Personal Data, it shall act as an Independent Controller of Personal Data in accordance with Paragraphs **Error! Reference source not found.** to **Error! Reference source not found.** of this Annex 1.

Contract	REF Project_3185
	Provision of Supply Chain Data Sets
Date:	01/04/2024
Description Of Authorised Processing	Details

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Identity of Controller for each Category of Personal Data	<p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none">• Business contact details of Supplier Personnel for which the Supplier is the Controller,• Business contact details of any directors, officers, employees, agents, consultants and contractors of Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer’s duties under the Contract) for which the Buyer is the Controller,
Subject matter of the processing	Staff names and email addresses for those participating in the GSCIP and who may have contact with staff from the other party.
Duration of the processing	Twelve months (1 st April 2024 – 31 st March 2025)

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Nature and purposes of the processing	<p>The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means)</p> <p>Buyer's employees names and emails may be shared for communication purposes.</p>
Type of Personal Data	Staff names, email addresses, phone numbers
Categories of Data Subject	Employees (Buyer and Supplier employees)
Plan for return and destruction of the data once the processing is complete	Supplier to certify in writing to the Authority that all data has been deleted, no later than 5 working days after contract expiry.

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Annex 2 – Specification

Full data sets for Medical devices - marketed products. These full data sets will be available to download into Buyer's infrastructure within seven days of this Contract being signed and updates will be provided during the use case analysis period from 1st April 2024 to 31st March 2025.

1. Scope of Data

Supplier will provide to the Buyer data from the following datasets:

- Medical Devices: Marketed Products

Data will be included for all countries currently available in the datasets and also for new countries that are added for the duration of the contract.

The following data fields will be provided in each data delivery.

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Annex 3 - Short form Terms and Conditions

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

“Auditors”	means: a) the Buyer’s internal and external auditors; b) the Buyer’s statutory or regulatory auditors; c) the comptroller and auditor general, their staff and/or any appointed representatives of the National Audit Office; d) HM Treasury or the Cabinet Office; e) any party formally appointed by the Buyer to carry out audit or similar review functions; and f) successors or assigns of any of the above;
“Authorised Users”	100 users employed by the Global Supply Chain Intelligence Programme (GSCIP) partner departments.
“Calls”	means Buyer requests to the GlobalData platform on www.globaldata.com .
“Content Licence”, and “API Licence”	are each a “Licence” and together are the “Licences”
"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
"Charges"	means the charges for the Deliverables as specified in the Order Form;
“Crown Body”	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including, but not limited to, government ministers and

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	government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
"Compliance Officer"	the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal obligations;
"Conditions"	means the terms and conditions in this Annex 3;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
"Contract"	means the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the Order Form and Annexes;
"Controller"	has the meaning given to it in the GDPR;
"Buyer"	means the person identified in the letterhead of the Order Form;
"Date of Delivery"	means that date by which the Deliverables must be delivered to the Buyer, as specified in the Order Form;
DBT	means The Department for Business & Trade (the Buyer);
"Buyer Cause"	any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier;
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;

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"Data Event"	Loss	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Access Request"	Subject	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Deliver"		means make available the Deliverables to the Buyer in the form and on the date specified in the Order Form. Delivered and Delivery shall be construed accordingly;
"Existing IPR"		any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Expiry Date"		means the date for expiry of the Contract as set out in the Order Form;
"FOIA"		means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
"Force Event"	Majeure	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the Subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; and iii) any failure of delay caused by a lack of funds;
"GDPR"		the General Data Protection Regulation (Regulation (EU) 2016/679);
"Goods"		means the goods to be supplied by the Supplier to the Buyer under the Contract;
"Good Industry Practice"		standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;
"Government Data"		a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these)

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which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which: i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or b) any Personal Data for which the Buyer is the Data Controller;

“GSCIP”	means the Global Supply Chains Intelligence Programme which is being run by DBT on behalf of itself and the Partner Departments;
“Independent Controller”	a party which is Controller of the same Personal Data as the other Party and there is no element of joint control with regards to that Personal Data;
“Information”	has the meaning given under section 84 of the FOIA;
“Information Commissioner”	the UK’s independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
“IR35”	means the off-payroll rules requiring individuals who work through their company pay the same tax and National Insurance contributions as an employee which can be found online at: https://www.gov.uk/guidance/ir35-find-out-if-it-applies ;
“Insolvency Event”	in respect of a person: a) if that person is insolvent; ii) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); iii) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; iv) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction;
“Joint Controller(s)”	where two or more Controllers jointly determine the purposes and means of Processing;
“Key Personnel”	means any persons specified as such in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing;
“Law”	means any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 4(1) of the EU Withdrawal Act 2018 as amended by the EU (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy,

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	mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Supplier is bound to comply;
"Losses"	all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and "Loss" shall be interpreted accordingly;
"LED"	Law Enforcement Directive (Directive (EU) 2016/680);
"New IPR"	all and intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR. This New IPR may include models and intelligence derived from the Supplier's data that does not include any Supplier IPR;
"Order Form"	means the letter from the Buyer to the Supplier printed above these terms and conditions;
"Partner Department(s)"	means the government department(s) which are participating in the Global Supply Chain Intelligence Programme (GSCIP) including (Department for Business and Trade (DBT), Department for Science, Innovation and Technology and its Executive Agencies (DSIT), Ministry of Defence (MoD), HM Treasury (HMT), Cabinet Office and its Executive Agencies (CO), Foreign and Commonwealth Development Office (FCDO), NHS Supply Chain).
"Party"	the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them;
"Permitted Purpose"	means the Buyer's internal business purposes, including carrying out analysis, research and investment activities.
"Personal Data"	has the meaning given to it in the GDPR;
"Personal Data Breach"	has the meaning given to it in the GDPR;
"Platform"	means Supplier's web-based platform on the Supplier site on which the Deliverables are held and through which Authorised User(s) can access and use the API Licence.
"Processor"	has the meaning given to it in the GDPR;
"Processing"	has the meaning given to it in the UK GDPR or the EU GDPR

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as the context requires;

"Purchase Order Number"	means the Buyer's unique number relating to the order for Deliverables to be supplied by the Supplier to the Buyer in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the services to be supplied by the Supplier to the Buyer under the Contract;
"Specification"	means the specification for the Deliverables to be supplied by the Supplier to the Buyer (including as to quantity, description and quality) as specified in the Order Form;
"Staff"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Start Date"	the date the Contract is signed by both Parties as stated in the Order Form;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor engaged in the performance of the Supplier's obligations under a Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Transparency Information"	has the meaning set out in clause 17.1 of the Contract
"Term"	means the period from the Start Date of the Contract set out in the Order Form to the Expiry Date as such period may be extended or terminated in accordance with the terms and conditions of the Contract;
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
"Workers"	any one of the Supplier Staff which the Buyer, in its reasonable

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opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (<https://www.gov.uk/government/publications/procurement-policynote-0815-tax-arrangements-of-appointees>) applies in respect of the Deliverables;

"Working Day" means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;
- 2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;
- 2.5 the singular includes the plural and vice versa;
- 2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law; and
- 2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation".

3. How the Contract works

- 3.1 The Order Form is an offer by the Buyer to purchase the Deliverables subject to and in accordance with the terms and conditions of the Contract.
- 3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.
- 3.3 The Supplier warrants and represents that its tender and all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate.

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4. What needs to be delivered

4.1 All Deliverables

- (a) The Supplier must provide Deliverables: (i) in accordance with the Specification; (ii) to a professional standard; (iii) using reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) on the dates agreed; and (vii) that comply with all law.
- (b) The Supplier must provide Deliverables with a warranty of at least 90 days (or longer where the Supplier offers a longer warranty period to its buyers) from Delivery against all obvious defects.

4.2 Services clauses

- (a) Late delivery of the Services will be a default of the Contract.
- (b) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security requirements.
- (c) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services
- (d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.
- (e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (f) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (g) On completion of the Services, the Supplier is responsible for leaving the Buyer's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Buyer's premises or property, other than fair wear and tear.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of good quality and free from defects.
- (i) The Buyer is entitled to withhold payment for partially or undelivered Services, but doing so does not stop it from using its other rights under the Contract.

5. Pricing and payments

- 5.1 In exchange for the Deliverables, the Supplier shall be entitled to invoice the Buyer for the Charges in the Order Form. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.

5.2 All Charges:

- (a) exclude VAT, which is payable on provision of a valid VAT invoice;
- (b) include all costs connected with the supply of Deliverables.

- 5.3 The Buyer must pay the Supplier the charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.

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- 5.4 A Supplier invoice is only valid if it:
- (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
 - (b) includes a detailed breakdown of Deliverables which have been delivered (if any).
- 5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Deliverables unless the Supplier is entitled to terminate the Contract for a failure to pay undisputed sums in accordance with clause **Error! Reference source not found..** Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 33.
- 5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.
- 5.7 The Supplier must ensure that all subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Buyer can publish the details of the late payment or non-payment.

6. The Buyer's obligations to the Supplier

- 6.1 If Supplier fails to comply with the Contract as a result of a Buyer Cause:
- (a) the Buyer cannot terminate the Contract under clause 11.
 - (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Contract;
 - (c) the Supplier is entitled to additional time needed to deliver the Deliverables;
 - (d) the Supplier cannot suspend the ongoing supply of Deliverables.
- 6.2 Clause 6.1 only applies if the Supplier:
- (a) gives notice to the Buyer within 10 Working Days of becoming aware of a Buyer Cause;
 - (b) demonstrates that the failure only happened because of the Buyer Cause;
 - (c) mitigated the impact of the Buyer Cause.

7. Record keeping and reporting

- 7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in the Order Form.
- 7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract and in accordance with UK GDPR.
- 7.3 The Supplier must allow any auditor appointed by the Buyer access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.

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- 7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.
- 7.5 If the Supplier is not providing any of the Deliverables, or is unable to provide them, it must immediately:
- (a) tell the Buyer and give reasons;
 - (b) propose corrective action;
 - (c) provide a deadline for completing the corrective action.
- 7.6 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract then the Buyer may:
- (a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand
 - (b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Buyer notifies).

8. Supplier staff

- 8.1 The Supplier Staff involved in the performance of the Contract must:
- (a) be appropriately trained and qualified;
 - (b) be vetted using Good Industry Practice and in accordance with the instructions issued by the Buyer in the Order Form;
 - (c) comply with all conduct requirements when on the Buyer's premises.
- 8.2 Where a Buyer decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.
- 8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.
- 8.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's premises and say why access is required.
- 8.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.
- 8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Deliverables and shall not remove or replace any of them unless:
- (a) requested to do so by the Buyer (not to be unreasonably withheld or delayed);
 - (b) the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or
 - (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated for material breach of contract by the employee.

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9. Rights and protection

- 9.1 The Supplier warrants and represents that:
- (a) it has full capacity and authority to enter into and to perform the Contract;
 - (b) the Contract is executed by its authorised representative;
 - (c) it is a legally valid and existing organisation incorporated in the place it was formed;
 - (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
 - (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
 - (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
 - (g) it is not impacted by an Insolvency Event.
 - (h) no financial instability has occurred or is subsisting and there are currently no matters that it is aware of, relating to its financial stability, that could have a material adverse effect on its ability to perform the Contract.
 - (i) it has not been convicted of any slavery or human trafficking offence anywhere around the world;
 - (j) to the best of its knowledge, it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offence anywhere around the world
- 9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Deliverables under the Contract.
- 9.3 The Supplier indemnifies the Buyer against each of the following:
- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
 - (b) non-payment by the Supplier of any tax or National Insurance.
- 9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.
- 9.5 All third party warranties and indemnities covering the Deliverables must be assigned for the Buyer's benefit by the Supplier. Where the assignment is not possible, the Supplier agrees to hold the warranties and indemnities on trust for the Buyer.

10. Intellectual Property Rights (IPRs)

- 10.1 Each Party keeps ownership of its own Existing IPRs. The Deliverables consist exclusively of Supplier's Existing IPR. The Supplier grants to the Buyer and Partner Departments a non-exclusive, non-transferable, non-assignable, non-sublicensable license for the duration of this Agreement to: (i) access the Deliverables on the Supplier's Platform via the Supplier's proprietary application programming interface ("API Licence"); and (ii) to use the Deliverables for the Permitted Purpose only (the "Content Licence"), in each subject to and strictly as confirmed and provided for in this

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Contract and further subject to and in accordance with clauses 10.2 to 10.6 of this Contract.

- 10.2 The Deliverables may only be used for the Permitted Purpose. Buyer will not acquire any ownership rights or intellectual property rights or any other right or interest in the Deliverables by virtue of this Contract, all of which belong to Supplier or its licensors. Without prejudice to Supplier's other rights, Supplier may suspend the license immediately in the event that Buyer materially breaches this Contract.
- 10.3 This Contract lists the number of persons entitled to use the Deliverables ("Authorised Users"). An Authorised User must work at and be an employee of or a contractor for the entity named as the Buyer or Partner Departments. Access to the Deliverables shall only be available to Authorised User(s) and may not be shared with other persons, either internally or externally, except as expressly provided in this Agreement. Buyer shall comply with all laws, regulations and sanctions applicable to its access to and use of the Deliverables. Supplier reserves the right to monitor Buyer's use of the Deliverables to ensure compliance with the foregoing.
- 10.4 Buyer agrees to assume sole responsible for the security of any passwords, security measures and other login details issued by the Supplier to Authorised User(s) for accessing the Deliverables.
- 10.5 Buyer shall ensure the Deliverables are used in compliance with the terms of the Agreement and in compliance with all applicable laws and regulations. Buyer shall not do anything that causes any part of the Deliverables to be interrupted, damaged or in any way impaired. An Authorised User is permitted to use the Deliverables solely for the Permitted Purpose in the following manner:
- (a) to access and use the Deliverables through the graphical user interface made available by Supplier through the Platform;
 - (b) to display, download and export the Deliverables received from the Platform;
 - (c) to save electronically Deliverables only to the extent and for the time period necessary to use it for the Permitted Purpose for which it was downloaded, but in no event longer than the term of this Agreement;
 - (d) to import the Deliverables into its various databases, and internally redistribute any such Deliverables or databases among its departments and locations as outlined in this Agreement, provided that this is used only for the Permitted Purpose and in no event longer than the term of this Agreement; and / or
 - (e) to create derivative works, including, but not limited to, incorporating the Deliverables into its models and analyses provided that the derivative works are not made commercially available and provided that the derivative works are only used for the Permitted Purpose only and that the Deliverables used in the derivative works does not remain identifiable and may not be extracted from the derivative works. Derivative works created pursuant to this provision shall be considered New IPR and shall be owned by Buyer

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- 10.6 Except as otherwise permitted in this Agreement, the following restrictions and limitations apply:
- (a) Buyer may not sell, lease, share, transfer, or sublicense the Deliverables, the API or the API Keys.
 - (b) Buyer may not use the Deliverables in any way that disrupts or threatens the delivery of the Deliverables. This includes, but is not limited to, denial of service attacks on any of the Deliverable, hacking or breaking any security mechanism, enabling or promoting unauthorised access to the API, etc.
 - (c) Buyer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble modify, duplicate, use electronic assessment tools on, frame, mirror or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Deliverables or any software, documentation or data related to the Deliverables ("Software");
 - (d) modify, translate, or create derivative works based on the Deliverables or any Software (except to the extent expressly permitted by Supplier above); or
 - (e) remove any proprietary notices or labels.
- 10.7 If Buyer becomes aware that any third party acting on its behalf is in breach of this Agreement, Buyer must notify Supplier immediately in writing of such breach, and take prompt, commercially reasonable corrective action at Buyer's cost to remedy such breach.
- 10.8 Buyer's usage of the Deliverables for commercial and any other third-party services in any form without the express written consent of Supplier is strictly prohibited. Buyer that wishes to resell, redistribute, sublicense or otherwise disclose or transfer Deliverables or derivative works must obtain the prior written consent of Supplier – any agreement by Supplier shall be subject to a separate written agreement.
- 10.9 Buyer must not remove or alter the conditions of use, any copyright notices and other identification disclaimers as they may appear on the website, or in any print format.
- 10.10 Any New IPR created under the Contract is owned by the Buyer and shall not be shared with the Supplier or with any other supplier to the GSCIP, or with anyone who is not working for DBT or Partner Departments.
- 10.11 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
- 10.12 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.

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- 10.13 If any claim is made against the Buyer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables (an "**IPR Claim**"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim. Any IPR Claim arising under this indemnity is subject to Buyer using its reasonable endeavours to mitigate Supplier's losses, (ii) the Buyer providing Supplier (at Supplier's cost and expense) with information, assistance and the sole authority to procure the defence or settlement of the claim and (iii) notifying Supplier promptly in writing of any alleged claim and making no admissions in respect thereof.
- 10.14 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Buyer's sole option, either:
- (a) obtain for the Buyer the rights in clauses 10.1 and 10.10 without infringing any third party intellectual property rights;
 - (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Deliverables.

11. ENDING THE CONTRACT

1. The Contract takes effect on the Start Date and ends on the earlier of the Expiry Date or termination of the Contract (or earlier if required by Law).
2. The Buyer can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

4. When the Buyer can end the Contract

- a. If any of the following events happen, the Buyer has the right to immediately terminate the Contract by issuing a termination notice in writing to the Supplier:
 - i. the Supplier becomes subject to an Insolvency Event;
 - ii. the Supplier repeatedly breaches the Contract in a way to reasonably justify, in the Buyer's opinion, that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
 - iii. the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier being notified by the Buyer of the breach and /or of the requirement for it to be remedied;
 - iv. there is a change of ownership or control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which is not preapproved by the Buyer in writing;
 - v. the Buyer discovers that the Supplier was in one of the situations in Regulation 57(1) or 57(2) of the Regulations at the time the Contract was awarded;
 - vi. a Court within the relevant jurisdiction declares that the Contract should not have been awarded to the Supplier because of a serious breach of the Regulations; or
 - vii. any act or omission of the Supplier (or its employees or officers) or its affiliates (or its affiliate's employees or officers), in the reasonable

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opinion of the Buyer, embarrasses or brings the Buyer into disrepute or diminishes the public trust in them.

- b. If any of the events in Regulation 73(1) (a) to (b) of the Regulations (substantial modification, exclusion of the Supplier) happen, the Buyer has the right to immediately terminate the Contract and clauses 11.5(a) to 11.5(g) apply.

5. What happens if the Contract ends

Where the Buyer terminates the Contract under clause 11.4(a) all of the following apply:

- b. the Buyer's payment obligations under the terminated Contract stop immediately as of the date of termination, except the obligation to pay any outstanding invoices or for Deliverables that have been supplied but not yet invoiced;
- c. accumulated rights of the Parties are not affected;
- d. the Supplier must promptly delete or return the Government Data except where required to retain copies by Law;
- e. the Supplier must promptly return any of the Buyer's property provided under the Contract;
- f. the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and co-operate fully with the Buyer (no such assistance or cooperation by the Supplier shall be provided to an incoming supplier) in the handover and reprocurement of the Contract; and
- g. the following clauses survive the termination of the Contract: 7.2, 9, 10, 11, 15, 16, 17, 19, 36, 37 and any clauses which are expressly or by implication intended to continue.

6. When the Supplier can end the Contract

- a. The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Buyer fails to pay an undisputed invoiced sum, within 30 days of the date of the reminder notice. Interest under the Late Payment of Commercial Debts (Interest) Act 1998 shall apply to any outstanding undisputed invoices from the expiry of the 30-day period following the reminder notice.
- b. If a Supplier terminates the Contract under clause 11.6(a):
 - i. the Buyer must promptly pay all outstanding and undisputed Charges incurred to the Supplier;
 - ii. the Buyer must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with evidence (the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated); and
 - iii. clauses 11.5(c) to 11.5(g) apply.

7. Partially ending and suspending the Contract

- a. Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Contract it can provide the Deliverables itself or buy them from a third party.
- b. The Buyer can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.

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- c. The Parties must agree (in accordance with clause 24) any necessary variation required by this clause 11.7, but the Supplier may not either:
 - i. Unreasonably reject the variation; or
- d. Increase the Charges,. The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under this clause 11.7.

11. How much you can be held responsible for

- 11.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than £250,000 or 125% of the Charges paid or payable to the Supplier (whichever is higher).
- 11.2 No Party is liable to the other for:
 - (a) any indirect losses;
 - (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).
- 11.3 In spite of clause 11.1, neither Party limits or excludes any of the following:
 - (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
 - (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
 - (c) any liability that cannot be excluded or limited by law.
- 11.4 In spite of clause 11.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 4.2(j), 4.2(m), 8.5, 9.3, 10.5, 13.2, 14.21 or 30.2(b).
- 11.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.
- 11.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.

12. Obeying the law

- 12.1 The Supplier must, in connection with provision of the Deliverables, use reasonable endeavours to:
 - (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
 - (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;
 - (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
 - (d) meet the applicable Government Buying Standards applicable to Deliverables which can be found online at:

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<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

- 12.2 The Supplier indemnifies the Buyer against any costs resulting from any default by the Supplier relating to any applicable law to do with the Contract.
- 12.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, Clause 13.1 and Clauses 27 to 32.

13. Data protection

- 13.1 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with Annex 1 (Processing Data).
- 13.2 The Supplier must not remove any ownership or security notices in or relating to the Government Data.
- 13.3 The Supplier must ensure that any Supplier system holding any Government Data, including backup data, is a secure system appropriate for the nature of the Services and the Government Data held.
- 13.4 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.
- 13.5 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:
 - (a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier;
 - (b) restore the Government Data itself or using a third party.
- 13.6 The Supplier must pay each Party's reasonable costs of complying with clause 13.5 unless the Buyer is at fault.
- 13.7 The Supplier:
 - 13.7.1 must provide the Buyer with all Government Data in an agreed open format within 10 Working Days of a written request;
 - 13.7.2 must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
 - 13.7.3 must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice
 - 13.7.4 securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it; and
 - 13.7.5 indemnifies the Buyer against any and all Losses incurred if the Supplier breaches Clause 13 or any Data Protection Legislation

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14. What you must keep confidential

- 14.1 Each Party must:
- (a) keep all Confidential Information it receives confidential and secure;
 - (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
 - (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.
- 14.2 In spite of clause 14.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:
- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
 - (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
 - (c) if the information was given to it by a third party without obligation of confidentiality;
 - (d) if the information was in the public domain at the time of the disclosure;
 - (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
 - (f) to its auditors or for the purposes of regulatory requirements;
 - (g) on a confidential basis, to its professional advisers on a need-to-know basis;
 - (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.
- 14.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.
- 14.4 The Buyer may disclose Confidential Information in any of the following cases:
- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
 - (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
 - (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
 - (d) where requested by Parliament;
 - (e) under clauses 5.7 and 15.
- 14.5 For the purposes of clauses 14.2 to 14.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 14.

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- 14.6 Information which is exempt from disclosure by clause 15 is not Confidential Information.
- 14.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

15. When you can share information

- 15.1 The Supplier must tell the Buyer within 48 hours if it receives a Request For Information.
- 15.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
- (a) comply with any Freedom of Information Act (FOIA) request;
 - (b) comply with any Environmental Information Regulations (EIR) request.
- 15.3 The Buyer may talk to the Supplier to help it decide whether to publish information under clause 15. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

16. WHEN THE BUYER MAY SHARE INFORMATION

- 17.1 The Parties acknowledge that:
- (a) the contents of the Contract (including any changes to the Contract agreed from time to time) except for:
 - any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Buyer; and
 - Commercially Sensitive Information
 - and
 - (b) the Publishable Performance Information (together the “**Transparency Information**”) are not Confidential Information.
- 16.2 Notwithstanding any other provision of the Contract, the Supplier hereby gives its consent for the Buyer to publish to the general public the Transparency Information in its entirety (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted). The Buyer shall, prior to publication, consult with the Supplier on the manner and format of publication and to inform the Buyer of its decision regarding any redactions but the Buyer shall have the final decision in its absolute discretion.
- 16.3 The Supplier acknowledges that the Buyer may be required under the FOIA and EIRs to disclose Transparency Information (including Commercially Sensitive Information) without consulting or obtaining consent from the Supplier. The Buyer shall take reasonable steps to notify the Supplier of a Request For Information (in accordance

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with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in the Contract) the Buyer shall be responsible for determining in its absolute discretion whether any Commercially Sensitive Information and/or any other information is exempt from disclosure in accordance with the FOIA and EIRs.

- 16.4 The Buyer may talk to the Supplier to help the Supplier decide whether to publish information under this clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.
- 16.5 The Supplier shall assist and co-operate with the Buyer to enable the Buyer to publish the Transparency Information.

17. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

18. No other terms apply

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

19. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

20. Circumstances beyond your control

- 20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:
- (a) provides written notice to the other Party;
 - (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.
- 20.2 Either party can partially or fully terminate the Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.
- 20.3 Where a Party terminates under clause 20.2:
- (a) each party must cover its own losses;
 - (b) clause **Error! Reference source not found.** to **Error! Reference source not found.** applies.

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The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

22. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

23. Transferring responsibilities

23.1 The Supplier cannot assign the Contract without the Buyer's written consent.

23.2 The Buyer can assign, novate or transfer the Contract or any part of it any Crown Body, public or private sector body which performs the functions of the Buyer.

23.3 When the Buyer uses its rights under clause 23.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.

24. Changing the contract

24.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.

25. How to communicate about the contract

25.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

25.2 Notices to the Buyer or Supplier must be sent to their address in the Order Form.

25.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

26. Preventing fraud, bribery and corruption

26.1 The Supplier shall not:

- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
- (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.

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- 26.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 26.1 and any fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.
- 26.3 If the Supplier or the Staff engages in conduct prohibited by clause 26.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:
- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Buyer resulting from the termination, including the cost reasonably incurred by the Buyer of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Buyer throughout the remainder of the Contract; or
 - (b) recover in full from the Supplier any other loss sustained by the Buyer in consequence of any breach of this clause.

27. Equality, diversity and human rights

- 27.1 The Supplier must follow all applicable equality law when they perform their obligations under the Contract, including:
- (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise;
 - (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.
- 27.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

28. Health and safety

- 28.1 The Supplier must perform its obligations meeting the requirements of:
- (a) all applicable law regarding health and safety;
 - (b) the Buyer's current health and safety policy while at the Buyer's premises, as provided to the Supplier.
- 28.2 The Supplier and the Buyer must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.

29. Environment

- 29.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.
- 29.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

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30. Tax

- 30.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.
- 30.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Contract, the Supplier must both:
- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;
 - (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.
- 30.3 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:
- (a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 30.2, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;
 - (b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
 - (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with clause 30.2 or confirms that the Worker is not complying with those requirements;
 - (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

31. Conflict of interest

- 31.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer.
- 31.2 The Supplier must promptly notify and provide details to the Buyer if a conflict of interest happens or is expected to happen.
- 31.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

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32. Reporting a breach of the contract

- 32.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of law, clause 12.1, or clauses 26 to 31.
- 32.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 32.1.

33. Resolving disputes

- 33.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.
- 33.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 33.3 to 33.5.
- 33.3 Unless the Buyer refers the dispute to arbitration using clause 33.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
- (a) determine the dispute;
 - (b) grant interim remedies;
 - (c) grant any other provisional or protective relief.
- 33.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.
- 33.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 33.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 33.4.
- 33.6 The Supplier cannot suspend the performance of the Contract during any dispute.

34. Which law applies

This Contract and any issues arising out of, or connected to it, are governed by English law and the English courts have exclusive jurisdiction.