



Ministry  
of Defence

REDACTED

For the attention of:  
See distribution list

REDACTED

Date: 26<sup>th</sup> August  
2020

Reference: xxxxxx

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**REDACTED Portfolio Management Office (PMO) Partner**

1. On behalf of the Secretary of State for Defence. I hereby give you notice that work to be undertaken under the above contract will require REDACTED
2. You must comply with the security requirements, grading instructions and relevant treaty obligations as stated below. You shall be expected REDACTED
3. Will you please confirm that the above requirements and those requirements as defined in the Statement of Work are understood and have been brought to the attention of the person(s) directly responsible for the security of this contract and that you have access to the documents referred to in paragraph 1.
4. If you have any difficulty in interpreting the definitions within the grading guides or in safeguarding it, you will please immediately let me know and write to the MoD Project Officer who will notify the DE&S PSyA Security Adviser.
5. Any changes made to the documents referenced in paragraph 1 will be subject to the agreed change control procedure in the contract. Whilst any Change is underway, this should not detract from efforts being made by the Contractor to comply as far as reasonably practicable.
6. You are required to report all security incidents to the relevant reporting authority, you are required to report to the Authority all GROSS security incidents within 4 hours of confirmed receipt to your Department. In addition, incidents that are determined to have a reputational impact (including those requiring Ministerial visibility) should also be reported in the same manner.
7. REDACTED
8. REDACTED
9. If, for whatever reason, you wish to use data provided or generated under this contract in support of other work you are to seek my department's permission on a case by case basis.
10. Access to information on MoD premises will be provided in accordance with MoD security regulations extant at that site and under the direction of the site's MoD

Project Officer. Any other access to information on MoD premises that may be required will be in accordance with MoD security regulations under the direction of the MoD Project Officer.

Yours sincerely,

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