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# GENERAL TERMS AND CONDITIONS

# FOR THE PURCHASE OF SERVICES

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**LONDON’S GLOBAL UNIVERSITY**

1. Interpretation
   1. **Definitions**. In these Conditions, the following definitions apply:
2. “**Business Day**” means a day (other than a Saturday, Sunday or a public holiday) when banks in London are open for business;
3. “**Charges**” means the charges payable by UCL for the supply of the Services in accordance with Condition 6;
4. “**Commencement Date**” has the meaning set out in Condition 2.3;
5. “**Conditions**” means the terms and conditions set out in this document as amended from time to time in accordance with Condition 20.11;
6. “**Contract**” means the contract between UCL and the Supplier for the supply of Services in accordance with these Conditions;
7. “**Data Protection Laws**” means all laws and regulations relating to the Processing of Personal Data as the same may be in force from time to time;
8. “**Deliverables**” means all documents, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including without limitation drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts);
9. “**Environmental Information Regulations**” means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations;
10. “**FOIA**” means the Freedom of Information Act 2000, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation;
11. “**Intellectual Property Rights**” means all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world;
12. “**Order**” means the order by UCL for the supply of Services, as set out in UCL’s purchase order, or in UCL’s written acceptance of the Supplier’s quotation, as the case may be;
13. “**Personal Data**” means any information relating to an identified or identifiable living individual;
14. “**Processing**” means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, and Process, Processes and Processed shall be construed accordingly;
15. “**Request for Information**” means a request for information under FOIA or the Environmental Information Regulations;
16. “**Services**” means the services, including the provision of any Deliverables, to be provided by the Supplier under the Contract as set out in the Specification;
17. “**Specification**” means the description or specification for the Services agreed in writing by UCL and the Supplier;
18. “**Supplier**” means the person or firm from whom UCL purchases the Services;
19. “**UCL**” means University College London (a body corporate established by Royal Charter with company number RC000631) of Gower Street, London, WC1E 6BT; and
20. “**UCL Materials**” has the meaning set out in Condition 3.3.9.
    1. **Construction.** In these Conditions, the following rules apply:
       1. A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
       2. A reference to a party includes its personal representatives, successors or permitted assigns.
       3. A reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.
       4. Any phrase introduced by the terms **including**, **include**, **in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
       5. A reference to **writing** or **written** includes faxes and e-mails.
21. Basis of contract
    1. These Conditions apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
    2. The Order constitutes an offer by UCL to purchase Services in accordance with these Conditions.
    3. The Order shall be deemed to be accepted on the earlier of:
       1. the Supplier issuing a written acceptance of the Order; or
       2. the Supplier doing any act consistent with fulfilling the Order,

at which point and on which date the Contract shall come into existence (“**Commencement Date**”).

1. Supply of Services
   1. The Supplier shall from the Commencement Date and for the duration of this Contract provide the Services to UCL in accordance with the terms of the Contract.
   2. The Supplier shall meet any performance dates for the Services specified in the Order or notified to the Supplier by UCL.
   3. In providing the Services, the Supplier warrants and undertakes to:
      1. co-operate with UCL in all matters relating to the Services, and comply with all instructions of UCL;
      2. perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier’s industry, profession or trade;
      3. use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier’s obligations are fulfilled in accordance with this Contract;
      4. ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Specification, and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Supplier by UCL;
      5. provide all equipment, tools and vehicles and such other items as are required to provide the Services;
      6. use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to UCL, will be free from defects in design, material and workmanship, and remain so for 12 months after delivery;
      7. ensure that at all times it has and maintains all the licences, permissions, authorisations, consents and permits that it needs to carry out its obligations under the Contract;
      8. observe all health and safety rules and regulations and any other security requirements that apply at any of UCL’s premises;
      9. hold all materials, equipment and tools, drawings, specifications and data supplied by UCL to the Supplier (“**UCL Materials**”) in safe custody at its own risk, maintain UCL Materials in good condition until returned to UCL, and not dispose or use UCL Materials other than in accordance with UCL’s written instructions or authorisation; and
      10. not do or omit to do anything which may cause UCL to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business, and the Supplier acknowledges that UCL may rely or act on the Services.
2. Remedies
   1. If the Supplier fails to perform the Services by the applicable performance dates, or does not comply with the warranties and undertakings set out in Condition 3.3, UCL shall, without limiting any of its other rights or remedies, have the right to exercise any one or more of the following rights:
      1. to refuse to accept any subsequent performance of the Services which the Supplier attempts to make;
      2. to recover from the Supplier any costs incurred by UCL in obtaining substitute services from a third party;
      3. where UCL has paid in advance for Services that have not been provided by the Supplier, to have such sums refunded by the Supplier; and/or
      4. to claim damages for any other costs, loss or expenses incurred by UCL which are in any way attributable to the failure of the Supplier to carry out its obligations under the Contract.
   2. These Conditions shall extend to any substituted or remedial services provided by the Supplier.
   3. The rights and remedies of UCL under these Conditions are in addition to its rights and remedies implied by statute and common law.
3. UCL’s obligations
   1. UCL shall:
      1. provide the Supplier with reasonable access at reasonable times to UCL’s premises for the purpose of providing the Services; and
      2. provide such information to the Supplier as the Supplier may reasonably request and UCL considers reasonably necessary for the purpose of providing the Services.
4. Charges and payment
   1. The Charges for the Services shall be set out in the Order or in the Specification, and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by UCL and a new purchase order has been issued by UCL in respect of any extra charges, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.
   2. The Supplier shall invoice UCL on completion of the Services unless otherwise agreed by UCL in writing. The correct purchase order number must be quoted on all invoices and the invoice must be addressed to the invoice address stated on the purchase order and marked for the attention of “Accounts Payable”.
   3. Where the Supplier submits an invoice to UCL in accordance with Condition 6.2, UCL will consider and verify that invoice in a timely fashion.
   4. In consideration of the supply of the Services by the Supplier, UCL shall pay valid and undisputed invoices within 30 days of receipt of the invoice. Payment shall be made to the bank account nominated in writing by the Supplier.
   5. Where UCL fails to comply with Condition 6.3, and there is an undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purposes of Condition 6.4 after a reasonable time has passed.
   6. Where the Supplier enters into a Sub-Contract, the Supplier shall include in that Sub-Contract:
      1. provisions having the same effect as Conditions 6.3 to 6.5 of this Contract; and
      2. a provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as Conditions 6.3 to 6.6 of this Contract.
   7. In Condition 6.6, “Sub-Contract” means a contract between two or more suppliers, at any stage of remoteness from UCL in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract.
   8. All amounts payable by UCL under the Contract are exclusive of amounts in respect of value added tax chargeable for the time being (“**VAT**”). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to UCL, UCL shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.
   9. If UCL fails to make any payment due to the Supplier under the Contract by the due date for payment, then the Supplier shall have the right to charge interest on the overdue amount at the rate of 3% per annum above the base rate of Barclays Bank PLC from time to time. Such interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. UCL shall pay the interest together with the overdue amount. This Condition shall not apply to payments that UCL disputes in good faith.
   10. The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and shall allow UCL to inspect such records at all reasonable times on request.
   11. UCL may, without limiting any other rights or remedies it may have, set-off any amount owed to it by the Supplier against any amounts payable by it to the Supplier under the Contract or any other contract between the parties.
   12. For the avoidance of doubt, payment of charges by UCL pursuant to this Contract is subject to UCL having issued to the Supplier a purchase order in respect of those charges.
5. Intellectual property rights
   1. In respect of any goods and any materials that are transferred to UCL as part of the Services under this Contract, including without limitation the Deliverables or any part of them, the Supplier warrants that it has full clear and unencumbered title to all such items, and that at the date of delivery of such items to UCL, it will have full and unrestricted rights to sell and transfer all such items to UCL.
   2. The Supplier assigns to UCL, (by way of present assignment of all current and future rights) with full title guarantee and free from all third party rights, all Intellectual Property Rights in the products of the Services, including for the avoidance of doubt the Deliverables.
   3. The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Chapter IV of Part I of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction.
   4. The Supplier shall, promptly at UCL’s request, do (or procure to be done) all such further acts and things and the execution of all such other documents as UCL may from time to time require for the purpose of securing for UCL the full benefit of the Contract, including all right, title and interest in and to the Intellectual Property Rights assigned to UCL in accordance with Condition 7.2.
   5. The Supplier acknowledges that all UCL Materials and all rights in UCL Material are and shall remain the exclusive property of UCL.
6. Indemnity
   1. The Supplier shall keep UCL indemnified in full from and against all liabilities, costs, expenses, damages and losses (whether direct or indirect) suffered or incurred by UCL, including, but not limited to, any interest, penalties and legal and other professional costs and expenses awarded against or incurred or paid by UCL, arising out of or in connection with:
      1. Any claim made against UCL for actual or alleged infringement of a third party’s Intellectual Property Rights arising out of, or in connection with, the receipt, use or supply of the Services;
      2. any claim made against UCL by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of the Contract by the Supplier, its employees, agents or subcontractors;
      3. any failure by the Supplier to comply with its obligations under Condition 13 or the Data Protection Laws to which it is subject.
   2. This Condition 8 shall survive termination of the Contract.
7. Insurance
   1. During the term of the Contract and for a period of two years thereafter, the Supplier shall at its own cost maintain in force, with a reputable insurance company, a policy or policies of insurance providing an adequate level of cover (including without limitation, professional indemnity insurance and public liability insurance) to cover such liability as may arise under or in connection with the Contract, and shall, on the request of UCL, produce the insurance certificate giving details of cover and the receipt for the current year’s premium in respect of each insurance.
8. Compliance with relevant requirements
   1. The Supplier shall:
      1. comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (“**Relevant Requirements**”);
      2. not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;
      3. comply with such ethics, anti-bribery and anti-corruption policies of UCL from time to time in force as are provided to the Supplier from time to time;
      4. have and shall maintain in place throughout the term of this Contract its own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements and Condition 10.1.2, and will enforce them where appropriate; and
      5. promptly report to UCL any request or demand for any undue financial or other advantage of any kind received by the Supplier in connection with the performance of this Contract.
   2. The Supplier shall ensure that any person associated with the Supplier who is providing services in connection with this Contract does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on the supplier in this Condition 10 (“**Relevant Terms**”). The Supplier shall be responsible for the observance and performance by such persons of the Relevant Terms, and shall be directly liable to UCL for any breach by such persons of any of the Relevant Terms.
   3. Breach of this Condition 10 shall be deemed a material breach under Condition 17.2.
   4. For the purposes of this Condition 10, the meaning of adequate procedures and whether a person is associated with another person shall be determined in accordance with section 7(2) of the Bribery Act 2010 (and any guidance issued under section 9 of that Act), sections 6(5) and 6(6) of that Act and section 8 of that Act respectively. For the purposes of this Condition 10 a person associated with the Supplier includes but is not limited to any subcontractor of the Supplier.
9. Anti-slavery
   1. In performing its obligations under this Contract, the Supplier shall and (if applicable) shall ensure that each of its subcontractors shall comply with the Modern Slavery Act 2015.
   2. The Supplier represents and warrants that:
      1. it conducts its business in a manner that is consistent with the Modern Slavery Act 2015;
      2. neither the Supplier nor any of its officers, employees or other persons associated with it:
         1. has been convicted of any offence involving slavery and human trafficking; and
         2. has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.
   3. The Supplier shall implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.
   4. If UCL permits the Supplier to subcontract its obligations, the Supplier shall implement an appropriate system of due diligence, audit and training designed to ensure compliance with the Modern Slavery Act 2015.
   5. The Supplier shall notify UCL as soon as it becomes aware of:
      1. any breach, or potential breach, of the Modern Slavery Act 2015; or
      2. any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Contract.
   6. The Supplier shall prepare and deliver to UCL no later than 1st June in each year or at such other time on request by UCL, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business.
   7. The Supplier shall:
      1. maintain a complete set of records to trace the supply chain of all Services provided to UCL in connection with this Contract; and
      2. implement annual supplier and subcontractor audits, either directly or through a third party auditor to monitor compliance with the Modern Slavery Act 2015.
   8. The Supplier shall implement a system of training for its employees to ensure compliance with the Modern Slavery Act 2015.
   9. The Supplier shall keep a record of all training offered and completed by its employees to ensure compliance with the Modern Slavery Act 2015 and shall make a copy of the record available to UCL on request.
   10. The Supplier shall indemnify UCL against any losses, liabilities, damages, costs (including but not limited to legal fees) and expenses incurred by, or awarded against, UCL as a result of any breach of the Modern Slavery Act 2015.
10. Confidentiality
    1. A party (“**Receiving Party**”) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are disclosed to the Receiving Party by the other party (“**Disclosing Party**”), its employees, agents or subcontractors, and any other confidential information concerning the Disclosing Party’s business, its products or its services which the Receiving Party may obtain.
    2. The Receiving Party shall only disclose such confidential information to those of its employees, agents or subcontractors who need to know the same for the purpose of discharging the Receiving Party’s obligations under the Contract, and shall ensure that such employees, agents or subcontractors shall keep such information confidential. This Condition 12 shall survive termination of the Contract.
    3. The provisions of this Condition 12 shall not apply to any confidential information which:
       1. is in or enters the public domain other than by breach of the Contract or other act or omissions of the Receiving Party;
       2. is obtained by a third party who is lawfully authorised to disclose such information;
       3. is authorised for release by the prior written consent of the Disclosing Party; or
       4. the disclosure of which is required to ensure the compliance of UCL with FOIA.
    4. Each party may disclose the other party’s confidential information as may be required by law, court order or any governmental or regulatory authority.
    5. No party shall use any other party’s confidential information for any purpose other than to perform its obligations under this Contract.
11. Data Protection
    1. In this Condition 13 the following definitions shall apply:
12. **Controller** means a person which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data;
13. **Data Subject** means the individual to which the Personal Data relates;
14. **Personal Data Breach** means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data; and
15. **Processor** means a person which Processes Personal Data on behalf of a Controller.
    1. The parties acknowledge and agree that:
       1. the Contract may require the Processing of Personal Data by the Supplier on behalf of UCL;
       2. UCL alone shall determine the purposes for which and the manner in which Personal Data will be processed by the Supplier on behalf of UCL under the Contract; and
       3. UCL shall be the Controller and the Supplier shall be UCL's Processor in respect of all such Personal Data.
    2. Where, under or in connection with the Contract, the Supplier Processes Personal Data on behalf of UCL as UCL's Processor, the Supplier shall Process Personal Data on behalf of UCL in connection with the provision of the Services for the duration of the Contract. The Personal Data the Supplier Processes will be Personal Data collected by or provided to the Supplier in connection with the provision of the Services and, unless otherwise stated in the Order, will:
       1. be Personal Data of UCL staff, UCL students, UCL contacts, UCL contractors' or commercial partners' staff and/or individuals that are part of UCL research projects; and
       2. consist of non-sensitive types of Personal Data, such as the Data Subjects' names, addresses and email addresses; in some cases more sensitive types of Personal Data, such as health details and criminal convictions data; together with other types of Personal Data that are required to be processed in connection with the provision of the Services.
    3. Where, under or in connection with the Contract, the Supplier Processes Personal Data on behalf of UCL as UCL's Processor, the Supplier shall:
       1. Process the Personal Data only:
          1. on the written instructions of UCL and to the extent reasonably necessary for the performance by the Supplier of its obligations under the Contract. The Supplier shall immediately inform UCL if, in its opinion, Processing the Personal Data in accordance with a written instruction received from UCL or in the performance of its obligations under the Contract infringes Data Protection Laws to which either UCL or the Supplier (in its capacity as a Processor) is subject; or
          2. as otherwise required by European Union law or individual European Union member state law to which the Supplier is subject, in which case the Supplier shall inform UCL of that legal requirement before Processing the Personal Data (unless that law, on important grounds of public interest, prohibits the Supplier from informing UCL);
       2. not disclose the Personal Data to any person except as required or permitted by the Contract or with UCL's prior written consent;
       3. without prejudice to Condition 12 (Confidentiality), ensure that all persons authorised by the Supplier to Process the Personal Data:
          1. Process the Personal Data in accordance with provisions of this Condition 13; and
          2. are under an appropriate contractual or other legal obligation to keep the Personal Data confidential;
       4. notwithstanding any other provision of the Contract, and taking into account the state of the art, the nature, scope, context and purposes of the Processing and the risks to Data Subjects, implement appropriate technical and organisational measures to ensure the security of the Personal Data and prevent Personal Data Breaches;
       5. not engage another Processor to Process the Personal Data on behalf of UCL (Sub-processor) except with UCL's prior written consent. The Supplier shall, prior to engaging a Sub-processor, enter into a written contract with the Sub-processor that imposes on the Sub-processor obligations that are the same as, or more onerous than, the obligations imposed on the Supplier under this Condition 13. The Supplier shall remain fully liable and responsible for all acts and omissions of its Sub-processors and the acts and omissions of those employed or engaged by its Sub-processors as if they were its own. An obligation on the Supplier to do, or to refrain from doing, any act or thing shall include an obligation upon the Supplier to procure that its employees, staff, agents and its Sub-processors' employees, staff and agents also do, or refrain from doing, such act or thing;
       6. not transfer or Process the Personal Data outside the European Economic Area, nor disclose the Personal Data to any party located outside the European Economic Area, except with UCL's prior written consent. Where such consent is given by UCL, the Supplier shall take such actions and enter into such written agreements as UCL may require in order to help ensure that such transfer, disclosure or Processing complies with the Data Protection Laws to which UCL is subject;
       7. provide such assistance and co-operation as UCL may require from time to time in relation to the Personal Data to help UCL comply with its obligations under the Data Protection Laws to which it is subject, including (without limitation) its obligations in relation to:
          1. keeping Personal Data secure;
          2. dealing with Personal Data Breaches;
          3. carrying out data protection impact assessments; and
          4. dealing with requests from Data Subjects to exercise their legal rights in relation to their Personal Data.

This shall include the Supplier entering into such other written agreements as may be required by UCL from time to time to enable UCL to comply with the Data Protection Laws to which UCL is subject;

* + 1. notify UCL without undue delay after, and in any event within 24 hours of, becoming aware of a Personal Data Breach in respect of the Personal Data;
    2. at UCL's option, permanently and securely delete or return to UCL all the Personal Data promptly on termination of the Contract, and delete any existing copies of the Personal Data save to the extent that the Supplier is required to retain copies of the Personal Data by European Union law or individual European Union member state law to which the Supplier is subject; and
    3. make available to UCL all information necessary to demonstrate its compliance with its obligations under this Condition 13.
  1. UCL reserves the right to audit the Supplier's compliance with its obligations under this Condition 13, or to appoint a third party to carry out such audits.
  2. The Supplier acknowledges and understands that Personal Data relating to the Supplier's employees, agents and contractors will be Processed by UCL in connection with the Contract. The Supplier shall inform each such Data Subject that its Personal Data may be processed by UCL in connection with the Contract in the manner and for the purposes described in: (a) the UCL General Privacy Notice, available at <https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice>; and (b) any other privacy notices applicable to the Data Subject which are provided or made available to the Supplier by UCL from time to time.
  3. This Condition 13 shall survive termination or expiry of the Contract.

1. Freedom of Information
   1. The Supplier acknowledges that UCL is subject to the requirements of FOIA and the Environmental Information Regulations and shall assist and co-operate with UCL (at the Supplier’s expense) to enable UCL to comply with these information disclosure requirements.
   2. The Supplier shall:
      1. transfer any Request for Information to UCL as soon as reasonably practicable after receipt and in any event within three working days of receiving a Request for Information; and
      2. provide UCL with a copy of all information in its possession or power in the form that UCL requires within five working days of UCL requesting that information; and
      3. provide all necessary assistance as reasonably requested by UCL to enable UCL to respond to a Request for Information within the time for compliance set out in section 10 of FOIA or regulation 5 of the Environmental Information Regulations.
   3. UCL shall be responsible for determining at its absolute discretion whether any information:
      1. is exempt from disclosure in accordance with the provisions of FOIA or the Environmental Information Regulations;
      2. is to be disclosed in response to a Request for Information.
   4. In no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so by UCL.
   5. The Supplier acknowledges that UCL may, acting in accordance with the Secretary of State for Constitutional Affairs’ Code of Practice on the discharge of public authorities’ functions under Part 1 of FOIA (issued under section 45 of FOIA, November 2004), be obliged under FOIA or the Environmental Information Regulations to disclose information without consulting with the Supplier or following consultation with the Supplier and having taken its view into account.
2. Equal opportunity
   1. The Supplier shall comply with the Equality Act 2010, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice issued in relation to such legislation, including but not limited to the Equality and Human Rights Commission Employment Statutory Code of Practice as amended from time to time.
   2. The Supplier shall create a working environment in which all employees, agents and sub-contractors are able to make best use of their skills free from discrimination and/or harassment.
   3. The Supplier shall ensure that all employees, agents and sub-contractors treat visitors, students, clients, suppliers, former staff members and any other persons they come into contact with while supplying the Services equally and without discrimination.
   4. The Supplier shall comply with such equal opportunities and non-discrimination policies of UCL as provided to the Supplier from time to time.
3. TUPE
   1. In this Condition 16 the following definitions shall apply:
4. “**Employees**” means employees employed by UCL or an Outgoing Supplier who transfer to the Supplier as a result of TUPE;
5. “**Outgoing Supplier**” means any person, company, firm or other business entity who provides the Services or services of the same or a similar nature to the Services prior to the Supplier commencing the provision of the Services under this Contract;
6. “**Subsequent Transferring Employees**” means any of the Supplier’s employees who, immediately prior to the transfer of the Services to a Successor, is wholly or mainly engaged in the provision of the Services, or part thereof, which are to be undertaken by a Successor;
7. “**Successor**” means any person, company, firm or other business entity who provides the Services or services of the same or a similar nature to the Services in immediate or subsequent succession to the Supplier upon the expiry or earlier termination of this Contract; whether that person is a replacement supplier or UCL; and
8. “**TUPE**” means the Transfer of Undertakings (Protection of Employment) Regulations 2006.
   1. It is the responsibility of the Supplier to consider whether or not TUPE applies to the provisions of any Services under this contract and to ensure that it complies with its obligations under TUPE.
   2. If TUPE applies at the commencement and/or termination of this Contract, the Supplier shall comply with all its obligations under TUPE, co-operate as far as reasonably practical with UCL, any Outgoing Supplier or a Successor in ensuring a smooth transfer, and shall indemnify UCL in full (for its benefit and that of any Successor) against all costs, expenses, damages and losses (whether direct or indirect) including any interest, penalties and legal and other professional fees and expenses awarded against or incurred by UCL or a Successor arising out of or connected with:
      1. any act or omission (including any alleged act or omission) of the Supplier in respect of any Employee or any Subsequent Transferring Employee; or
      2. any breach by the Supplier of its obligations under TUPE; or
      3. any claim or allegation by an Employee or any other employee of UCL or of any Outgoing Supplier or any Subsequent Transferring Employee that there has or will be a substantial change in such Employee’s working conditions to his detriment within regulation 4 (9) TUPE.
9. Termination
   1. UCL may terminate the Contract in whole or in part at any time before performance of the Services is completed with immediate effect by giving the Supplier written notice, whereupon the Supplier shall discontinue all work on the Contract. UCL shall pay the Supplier fair and reasonable compensation for work in progress at the time of termination, but such compensation shall not include loss of anticipated profits or any consequential loss.
   2. UCL shall be entitled to terminate the Contract with immediate effect by giving written notice to the Supplier if:
      1. the Supplier commits a material or persistent breach of its obligations under the Contract and (if such breach is remediable) fails to remedy that breach within a period of 30 days after receipt of notice in writing requiring it to do so; or
      2. an order is made or a petition is filed, a notice is given, a resolution is passed for the winding up of the Supplier or an administrator is appointed by order of the court or by other means to manage the affairs, business and property of the Supplier or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of the Supplier assets or undertaking or circumstances arise which entitle the Court or a creditor to appoint a receiver and/or manager or administrative receiver or which entitle the Court to make a winding up or bankruptcy order or the Supplier takes or suffers any similar or analogous action in consequence of debt; or
      3. the Supplier suspends, or ceases or threatens to suspend or cease to carry on all or a substantial part of the Supplier business; or
      4. the Supplier undergoes a change of control; or
      5. the Supplier (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs or becomes a patient under any mental health legislation; or
      6. the Supplier commits a breach of the Modern Slavery Act 2015.
   3. For the avoidance of doubt, any breach of Conditions 3.2 or 3.3 shall be deemed to constitute a material breach for the purposes of Condition 17.2.1.
10. Consequences of termination
    1. On termination of the Contract for any reason:
       1. the Supplier shall immediately deliver to UCL all Deliverables whether or not then complete, and return all UCL Materials. If the Supplier fails to do so, then UCL may enter the Supplier’s premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
       2. the accrued rights, remedies, obligations and liabilities of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination; and
       3. Conditions which expressly or by implication survive termination of the Contract shall continue in full force and effect.
11. Force majeure
    1. Neither party shall be liable to the other for any delay or failure in performing its obligations under the Contract to the extent that such delay or failure is caused by an event or circumstance that is beyond the reasonable control of that party, and which by its nature could not have been foreseen by such party or, if it could have been foreseen, was unavoidable, provided that the Supplier shall use all reasonable endeavours to cure any such events or circumstances and resume performance under the Contract. If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 90 Business Days, UCL may terminate this Contract immediately by giving written notice to the Supplier.
12. General
    1. UCL may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract.
    2. The Supplier shall not assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract without the prior written consent of UCL.
    3. Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or other next working day delivery service providing proof of postage, or by commercial courier at its registered office (if a company) or (in any other case) its principal place of business, or sent by fax to the other party’s main fax number.
    4. Any notice or communication shall be deemed to have been received if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address, or if sent by fax, at 9.00am on the next Business Day after transmission, or otherwise at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service or if delivered by commercial courier, on the date and at the time that the courier’s delivery receipt is signed.
    5. If a court or any other competent authority finds that any provision (or part of any provision) of the Contract is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
    6. If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.
    7. A waiver of any right or remedy under the Contract is only effective if given in writing and shall not be deemed a waiver of any subsequent breach or default. No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.
    8. Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.
    9. Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.
    10. A person who is not a party to the Contract shall not have any rights under or in connection with it.
    11. Except as set out in these Conditions, any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by UCL.
    12. The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

|  |  |
| --- | --- |
| Signed by  for and on behalf of University College London | .......................................  Authorised Signatory  ……………………………  Title |
| Signed by [NAME]  for and on behalf of [NAME OF SUPPLIER] | .......................................  Director |

1. Specification [To be completed with engagement details based on the ITT specification, response document, agreed pricing and any clarifications]
   * + 1. Commencement Date:

[INSERT COMMENCEMENT DATE]

* + - 1. Expiry Date:

[INSERT EXPIRY DATE]

* + - 1. Fees:

[INSERT FEES]

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Fixed Price** |
| xxx |  |  |
| xxx |  |  |
| xxx |  |  |
|  | **Sub-Total** |  |
|  | **VAT** |  |
|  | **Total Fixed Price** |  |

* + - 1. Expenses:

The Supplier shall bear all expenses incurred in providing the Services and UCL shall not be obliged to reimburse the Supplier for any such expenses, unless otherwise agreed with UCL in advance and in writing.

* + - 1. Engaging Manager:

[INSERT]

* + - 1. The Services and Milestones:

[Insert]

1. **Scope of Work**

1. **Method of Delivery**

1. **Implementation Plan**

1. **Milestones/Deliverables**

1. **Out of Scope**

1. **Acceptance criteria and process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone/Deliverable** | **Method of Acceptance (e.g. review, UAT)** | **Tested By Who** | **Acceptance Criteria (Measure)** | **Signed/**  **Checked By (UCL)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **UCL Responsibilities**

1. **Supplier Responsibilities**

1. **Assumptions**

1. **Reporting Procedure**
   * + 1. Data Protection Particulars:

[Note: the addition of further requirements may be required]

|  |  |
| --- | --- |
| Will the Supplier be processing personal data on behalf of UCL as UCL's processor? | Yes |
| Subject matter and duration of the processing | The subject matter is the provision of the Services by the Supplier under this agreement. The duration of the Processing is the term of this agreement plus any additional period during which the provision of the Services is being transitioned to a new provider. |
| Nature and purpose of the processing | The Personal Data is being Processed by the Supplier as part of its provision of the Services.  The data is limited personal data required to facilitate communication, application processes with prospective clients. This will be contained in e-mails and electronic documents such as PDFs or word documents.  The data is solely for the purpose of transacting business, prospective job applicants and for the day-to-day operations of the ESE. These day-to-day operations are likely to include e-mailing, meetings and phone-calls. |
| Type of personal data being processed | The main types of Personal Data being processed are:  Personal Data: names, addresses, telephone numbers, email addresses, job titles, date of birth and bank details of Data Subjects.  Special Categories of Personal Data: In the case of job applications, the Supplier may process special category data such as gender, health information and employment history information of Data Subjects.  Criminal Convictions Data: In the case of job applications or partnership tenders, the Supplier may process criminal convictions data. |
| Categories of data subjects | The main categories of individuals whose Personal Data are being processed under this agreement are:  UCL staff  Prospective clients  Prospective employees |

# Minimum Technical and Organisational Security Measures

Where the Supplier Processes Personal Data under this agreement using non-Client software or systems, the Supplier shall implement at least the following standards:

* FIPS 140-2 (cryptographic modules, software and hardware) and FIPS 197 (or any standard(s) that replace FIPS 140-2 and/or FIPS 197); or
* Encryption products certified from time to time via the product and service tests from the National Cyber Security Centre (NCSC) – such as Foundation Grade assurance (under the Commercial Product Assurance scheme and/or International Common Criteria) or the CAPS Assisted Products scheme.

[Note: the addition of further requirements may be considered depending on the circumstances.]