

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE:	Project Code 27358
CALL-OFF TITLE:	Digital Health and Disability – Data Strategy Team
CALL-OFF CONTRACT DESCRIPTION:	The provision of the following roles: Data Architect (SFIA Level 4), Security Architect (SFIA Level 5), Technical Architect (SFIA Level 4), Business Analyst (SFIA Level 4) to support the DWP to develop a Health Data Strategy and a review of its existing Health Data Platform.
THE BUYER:	Department for Work and Pensions
BUYER ADDRESS	Caxton House, 6 to 12 Tothill Street, London, SW1H 9NA
THE SUPPLIER:	Cognizant Worldwide Limited
SUPPLIER ADDRESS:	280 Bishopsgate, London, EC2M 4AG
REGISTRATION NUMBER:	07195160
SID4GOV ID:	N/A

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 20/01/2025 Date of issue.

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It's issued under the Framework Contract with the reference number RM6263 for the provision of Digital Specialists and Programmes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, SOW Template and Call-Off Schedules)).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier's Call-Off Contract.

### **CALL-OFF LOT(S):**

Lot 2: Digital Specialists.

### **CALL-OFF INCORPORATED TERMS**

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM6263
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6263
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)

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- Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - Joint Schedule 13 (Cyber Essentials)
  - Call-Off Schedules for RM6263
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details and Expenses Policy)
    - Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliveries)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 10 (Exit Management)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 14B (Service Levels and Balanced Scorecard)
    - Call-Off Schedule 18 (Background Checks)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
  6. Joint Schedule 5 (Corporate Social Responsibility) RM6263
  7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

### CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

#### Special Term 1: Supplier Staff

- (i) Where the Supplier requires changes to the Supplier Staff used to provide the Services, the notice period for any change shall be 20 Working Days in writing from the Supplier to the Buyer, to allow for the allocation of Buyer devices;
- (ii) The Supplier shall notify the Buyer promptly of the absence of any Supplier Staff other than for short-term sickness or holidays of two (2) weeks or less, in which case the Supplier shall ensure appropriate temporary cover for that role;
- (iii) The Supplier shall ensure that, unless agreed otherwise by the Buyer, any role previously held by a member of Supplier Staff is not vacant (which, for the avoidance of doubt, means that a replacement for the relevant role has been named) for any longer than ten (10) Working Days;
- (iv) The Supplier shall ensure that all arrangements for planned changes in Supplier Staff provide adequate periods during which incoming and outgoing staff work together to

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transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Deliverables;

- (v) The Supplier shall ensure that any replacement for a role has a level of qualifications and experience appropriate to the relevant role and is fully competent to carry out the tasks assigned to the Supplier Staff whom he or she has replaced:
- (vi) The Buyer may require the Supplier to remove, or procure that any Subcontractor shall remove, any Supplier or Subcontractor Staff that the Buyer considers in any reasonable respect unsatisfactory, subject to the Buyer providing its reasons to the Supplier in writing. The Buyer shall not be liable for the cost of replacing any Supplier or Subcontractor Staff.

**Special Term 2: Working Day**

- (i) A Working Day is defined as the number of hours to be worked in a Work Day. For the purposes of this Call-Off Contract, a Work Day is eight (8) hours.

**Special Term 3.** See Buyers Security Policy section of this Order Form.

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CALL-OFF START DATE: 22nd January 2025

CALL-OFF EXPIRY DATE: 31<sup>st</sup> March 2025

CALL-OFF INITIAL PERIOD: 2 months

CALL-OFF OPTIONAL  
EXTENSION PERIOD: 25% of initial call-off periodMINIMUM NOTICE PERIOD  
FOR EXTENSION(S): 2 weeks

CALL-OFF CONTRACT VALUE: £81,600 (excluding VAT)

KEY SUB-CONTRACT PRICE: N/A

**CALL-OFF DELIVERABLES**

<b>Role Family:</b>	<b>Service Capability</b>	<b>DDAT Role</b>	<b>Staff Security Clearance Required:</b>	<b>Location:</b>	<b>Number of each role required</b>
Data Architect	Data analysis	Data Architect - SFIA Level 4	Baseline Personnel Security Standard (BPSS)	Remote (Suppliers own site)	1
Security Architect	Threat modelling	Lead Security Architect - SFIA Level 5	Baseline Personnel Security Standard (BPSS)	Remote (Suppliers own site)	1
Technical Architect	Data visualisation	Technical Architect - SFIA Level 4	Baseline Personnel Security Standard (BPSS)	Remote (Suppliers own site)	1
Business Analysis	Business analysis	Business Analyst - SFIA Level 4	Baseline Personnel Security Standard (BPSS)	Remote (Suppliers own site)	1

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### **BUYER's STANDARDS**

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards set out in FrameworkSchedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

### **CYBER ESSENTIALS SCHEME**

The Buyer requires the Supplier, in accordance with Joint Schedule 13 (Cyber Essentials Scheme) to provide a Cyber Essentials Plus Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

### **MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the CoreTerms, as amended by the Framework Award Form Special Terms.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £81,600 (excluding VAT)

**CALL-OFF CHARGES**

(1) Time and Materials (T&M);

See details in Call-Off Schedule 5 (Pricing Details and Expenses Policy) for further details.

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 (if used) in Framework Schedule 3 (Framework Prices)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

**REIMBURSABLE EXPENSES**




See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy)

**PAYMENT METHOD**

Payment method	<p>The payment method for this Call-Off Contract is BACS (Bankers Automated Clearance Service).</p> <p>The Buyer shall only make BACS payments after an initial invoice has been validated and approved by the Buyer which shall occur within five (5) Working Days of the initial invoice being sent, after which the final invoice shall be issued to Shared Services Connected Ltd (SSCL) and payment made in accordance with the Invoice details below.</p>
Payment profile	The payment profile for this Call-Off Contract will be agreed within individual Statements of Work and each individually governed.
Invoice details	The Supplier will e-invoice SSCL. The Buyer will pay the Supplier within 30 days of receipt of a valid invoice by SSCL.
Who and where to send invoices to	Where electronic invoices are emailed, they shall be emailed to the following SSCL shared inbox:

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	<p>APinvoices-DWP-U@gov.sscl.com and copied to    </p> <p>Paper invoices should be sent to:  SSCL  PO Box 406  Phoenix House  Celtic Springs  Newport  NP10 8FZ</p> <p>Invoices should also be sent to the Buyer's authorised representative: </p>
Invoice information required	<p>All invoices must include purchase order number, Contract reference and Buyer's reference details.</p> <p>The invoice format will follow the standard Supplier invoice format mirroring the necessary information as described in Para 4 of the Core Terms of the Call Off Contract.</p> <p>The Buyer will pay the Supplier within thirty (30) calendar days of receipt of a valid invoice, submitted in accordance with this paragraph, the payment profile set out in each Statement of Work and the provisions of this Call-Off Contract.</p>
Invoice frequency	<p>Invoice(s) will be sent to the Buyer monthly in arrears or as agreed between the Parties within the relevant Statement of Work.</p>

**BUYER'S INVOICE ADDRESS:**

See table above for details.



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### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Department for Work and Pensions  
6th Floor Caxton House Tothill Street  
London  
SW1H 9NA

### BUYER'S ENVIRONMENTAL POLICY

available online at: [Environmental policy - GOV.UK](#)

The Buyer is committed to a 100% reduction of greenhouse gas emissions and requires the Supplier to demonstrate an organisational commitment to the 'Net Zero' target throughout the life of this contract.

### BUYER'S SECURITY POLICY

available online at: [DWP procurement: security policies and standards - GOV.UK](#)



[REDACTED]

[REDACTED]

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

280 Bishopsgate, London EC2M 4AG

### SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

280 Bishopsgate, London EC2M 4AG

### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

### PROGRESS MEETING FREQUENCY

As specified by the Buyer during the term of the agreement.

### KEY STAFF

As specified in each Statement of Work

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**Worker Engagement Status**

Is addressed in each Statement of Work for the relevant Supplier Staff.

**KEY SUBCONTRACTOR(S)**

N/A

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**COMMERCIALLY SENSITIVE INFORMATION****Date:** Effective Date**Item(s):**

- Any charging or pricing related information relating to this Call-Off Contract including pricing reports, materials and data provided under the terms of this Call-Off Contract
- Material disclosed by the Supplier in relation to Audits
- Information and documents related to Cognizant insurance provided under the terms of Joint Schedule 3 (Insurance Requirements)
- Personal data relating to Cognizant personnel including key personnel

**Duration of Confidentiality:** Term + 5 years**MATERIAL KPIs**

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14B (Service Levels and Balanced Scorecard):

Material KPIs	Target	Measured by
1	Performance	Supplier Staff provided have the necessary knowledge, skills, experience and qualifications are able to deliver to the requires standard.
2	Lead Times	Where Contracting Authority request CVs from the Supplier, the Supplier shall provide suitable CV's within 3 workings days. If requested by the Contracting Authority the Supplier shall arrange interviews within 2 working days of the Contracting Authority confirming which CV's are of interest.
3	Reporting	Quality and accuracy of Management Information Reports received within agreed reporting timescales.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the Corporate Social Responsibility as set out in Joint Schedule 5 (Corporate Social Responsibility).

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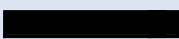
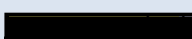


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**STATEMENT OF WORKS**

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	22-Jan-2025   11:53:13 AM GMT	Date:	22-Jan-2025   6:34:56 PM GMT

## Appendix 1

The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex1 to the Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)).

Each executed Statement of Work shall be inserted into this Appendix 1 in chronology.

### Annex 1 (Template Statement of Work)

1. STATEMENT OF WORK ("SOW") DETAILS	
<p>Upon execution, this SOW forms part of the Call-Off Contract (reference below).</p> <p>The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.</p> <p>All SOWs must fall within the Specification and provisions of the Call-Off Contract.</p> <p>The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.</p>	
<b>Date of SOW:</b>	20 January 2025
<b>SOW Title:</b>	Digital Health and Disability – Data Strategy Team – Data Architect (4), Security Architect (5), Technical Architect (4), Business Analyst (4)

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<b>SOW Reference:</b>	Project Code 27358
<b>Call-Off Contract Reference:</b>	Project 27358
<b>Buyer:</b>	Department for Work and Pensions
<b>Supplier:</b>	Cognizant Worldwide Ltd
<b>SOW Start Date:</b>	22 January 2025
<b>SOW End Date:</b>	31 March 2025
<b>Duration of SOW:</b>	2.5 months
<b>Service Period</b>	As per Service Period definition.
<b>Key Personnel (Buyer)</b>	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 260px; height: 15px;"></div>
<b>Key Personnel (Supplier)</b>	See Key Supplier Staff below
<b>Subcontractors</b>	N/A

**2. CALL-OFF CONTRACT SPECIFICATION - PROGRAMME CONTEXT**

<b>SOW Deliverables Background</b>	<p>Health &amp; Disability have recently committed to two pieces of work, the development of a Health Data Strategy and a review of its existing Health Data Platform. These items are now completing their initial development phase, Data Strategy Team has been given the role to complete the next phase of the delivery.</p> <p>Key components will be the development of choices and a North Star vision for a Data approach for Health &amp; Disability. The team will define the value &amp; scope of any future capabilities in alignment to DWP, H&amp;D and the Health Transformation Programme and build a picture of the choices and options available. The team also has a remit to design of the onboarding of new data to sets to the health data platform to aid the scaling of the new PIP service. As part of the Data Strategy the team will be implementing a new data governance framework across Health &amp; Disability.</p>
<b>Delivery phase(s)</b>	Phase 1

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**Overview of Requirement****Key Deliverables****1. Technical Architect**

- A seasoned strategy and architecture data solution architect experienced in designing secure, scalable and reliable using Azure and AWS Cloud technologies
- Lead, create and design data systems integration processes across various technologies, and ecosystems
- Good knowledge of target operating models, data security, data flows, microservices, data streaming technologies, pub/sub and CDC
- Expert knowledge in technology and systems architecture evaluations, process re-engineering, documentations (HLD, LLD), using diagramming techniques (swim lanes, flow charts, process maps and system diagrams) and presentations to business and technical stakeholders
- Must be able to define and document systems interfaces, data and infrastructure from a conceptual, logical and technical basis

**Additional Info/Deliverables:**

- Review of technology capabilities against data user needs
- Gap analysis of existing data ecosystem with proposed to-be data architecture including data acquisition, ingestion, processing and consumption.
- Development of solutions options and designs for required technology capabilities
- Facilitate agreement of to-be technology capabilities via established governance forums to inform a future platform roadmap

**2. Data Architect**

- Cloud technologies: Must have good understanding and application of Azure data and analytics capabilities with some exposure to AWS
- Reference data architecture: expert in converting business requirements into technology agnostic reference data architecture framework, standards and principles. A good understanding of the data analytics architecture pillars and zones is required designing datalake, data warehouse and data marts
- Data flows definition - define how data flows through DWP domains i.e. data journey from creation to visualisation, good understanding of microservices and how they operate. Must have a good knowledge of data conceptual, logical and physical data modelling
- Data governance - expert in implementing federated data governance framework elements around data dictionaries, metadata, data quality management processes and data integration
- Data security - understanding of data in-flight and at rest principles, access control especially around RBAC framework

**Additional Info/Deliverables:**

- Design and delivery of a Data Governance Framework and it's constituent components. Development of processes, policies and standards to govern the cataloguing, ownership and management of data across Health

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	<p>3. Business Analyst x 1 - Data Governance and Platform Security Data Security</p> <ul style="list-style-type: none"> <li>Support the implementation of the Data Governance Framework and own the definition of policies, processes and standards to agreed architectural guidelines</li> <li>Requirements elicitation for data access and platform security</li> <li>Support the Solutions Architect and Lead Architect with documentation and process definition of to-be data security design</li> <li>Support with the production of options papers and prioritisation of requirements</li> </ul>
<b>Accountability Models</b>	<p><i>Please tick the Accountability Model(s) that shall be used under this Statement of Work:</i></p> <p><i>Sole Responsibility:</i> <input type="checkbox"/></p> <p><i>Self Directed Team:</i> <input type="checkbox"/></p> <p><i>Rainbow Team:</i> <input checked="" type="checkbox"/></p>


**3. BUYER REQUIREMENTS – SOW DELIVERABLES**

<b>Outcome Description</b>	<table border="1"> <thead> <tr> <th>Resource Type</th><th>SFIA Level</th><th>Security Level</th><th>Location</th><th>Working Days</th><th>Day rate (£)</th><th>Total ex VAT (£)</th><th>Total Inc VAT (£)</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td><b>Total Cost of this SOW</b></td><td>£81,600</td><td>£97,920</td></tr> </tbody> </table>	Resource Type	SFIA Level	Security Level	Location	Working Days	Day rate (£)	Total ex VAT (£)	Total Inc VAT (£)																																						<b>Total Cost of this SOW</b>	£81,600	£97,920
	Resource Type	SFIA Level	Security Level	Location	Working Days	Day rate (£)	Total ex VAT (£)	Total Inc VAT (£)																																									
					<b>Total Cost of this SOW</b>	£81,600	£97,920																																										
<b>Milestone Ref</b>	Milestones are not applicable for this SOW. This is a Statement of Work for the provision of Supplier Staff under a Rainbow Team model on a T&M basis as set out above.																																																
<b>Delivery Plan</b>	Not applicable – Rainbow Team delivery model.																																																
<b>Dependencies</b>	<p>The Buyer will provide, at no cost to the Supplier:</p> <ul style="list-style-type: none"> <li>laptops and necessary devices for Supplier staff to perform the Services</li> </ul>																																																



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	<ul style="list-style-type: none"> <li>necessary network access, tooling and software and Buyer Assets for Supplier staff to deliver required services</li> <li>the necessary office space, computers and facilities reasonably required for Supplier staff to perform the Services on site at Buyer Premises if required</li> <li>access to the business/user needs already captured/identified in previous research and the assumptions made regarding the problems employers and employees experience.</li> </ul>
<b>Supplier Resource Plan</b>	N/A
<b>Security Applicable to SOW:</b>	Refer to Special Term 3 in Order Form
<b>Cyber Security Standards</b>	Refer to Order Form
<b>SOW Standards</b>	Refer to Order Form
<b>Performance Management</b>	Refer to Order Form
<b>Additional Requirements</b>	<b>Annex 1</b> – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.
<b>Key Supplier Staff</b>	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 220px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 280px; height: 15px; margin-bottom: 5px;"></div>
<b>Worker Engagement Status</b>	<p><b>Yes</b></p> <p>The provisions set out in the embedded document below shall apply to this SOW.</p> <div style="text-align: center;">  </div> <p>PAYE%20Confirmatio n%20Letter%20Cogni</p> <p>In addition the Supplier shall provide the information set out below to the Buyer and shall comply with the obligations set out below, so that the Buyer can comply with its obligations with regards to the off-payroll working regime. Key Supplier Staff shall mean those individuals identified as Key Supplier Staff in this Statement of Work.”</p> <p>1.1 Key Supplier Staff Name(s)</p> <p>1.2 Start and End date of the Engagement</p> <p>1.3 The contracted Day Rate of the Key Supplier Staff</p> <p>1.4 Worker Engagement Status, i.e. are Key Supplier Staff on payroll and are deductions of PAYE and National Insurance made at source? Yes/No</p> <p>1.5 If “yes”, fee payer details for each of the Key Supplier Staff (e.g. Supplier PAYE, Agent PAYE, Umbrella Company)</p> <p>The Supplier warrants and undertakes to the Buyer that no Contractor will deliver their services through an Intermediary of that Contractor without the Supplier having first</p>



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<b>Rate Cards Applicable</b>	As per Call Off Schedule 5 Annex 2
<b>Financial Model</b>	N/A – see rate card
<b>Reimbursable Expenses</b>	See Expenses Policy in Annex 1 to Call-Off Schedule 5B (Pricing Details and Expenses Policy) and Expense document included in the Order Form.

**5. SIGNATURES AND APPROVALS****Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

<b>For and on behalf of the Supplier</b>	Name and title	
	Date	
	Signature	
<b>For and on behalf of the Buyer</b>	Name and title	
	Date	
	Signature	

**ANNEX 1 Data Processing**

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

1. The contact details of the Relevant Authority's Data Protection Officer are:
2. The contact details of the Supplier's Data Protection Officer are: email:
3. The Processor shall comply with any further written instructions with respect to Processing by the Controller.
4. Any such further instructions shall be incorporated into this Annex.

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

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Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 3 to paragraph 16 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <p>The Buyer acknowledges that the Services will be performed on the Buyer's: systems, devices and controlled environment and as such the Buyer will implement appropriate technical and organisational measures for ensuring that, only Personal Data which are necessary for each specific purpose of the Services are being processed. The Buyer will implement the following controls; read only access, access controls and logs and encryption at rest.</p>
Duration of the Processing	Duration will be same as the length of the contract which is TBC to 31/03/2025.
Nature and purposes of the Processing	The nature of the Processing means access and collation as required to deliver the Services.
Type of Personal Data	Personal Data necessary for the provision of Services which may include: name, address, date of birth, NI number, telephone number, pay, images, biometric data.
Categories of Data Subject	Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website.
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	The retention and destruction of data will all be undertaken by the current DWP MI Team. As no data will leave the DWP MI Platform there is no requirement for the Supplier to destroy and data.