



Crown
Commercial
Service

Digital Outcomes and Specialists 5 (RM1043.7)

Framework Schedule 6 (Order Form)

Version 2

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Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Order Form

Call-Off Reference: C21271

Call-Off Title: FBIS: Sponsorship Organisation Services Development

Call-Off Contract Description: Call Off contract for Organisation Services for DDaT FBIS Programme Delivery.

Buyer Address: 2 Marsham Street, Westminster, London SW1P 4DF

The Supplier: Deloitte LLP

Supplier Address: 2 New Street Square, London, EC4A 3BZ

Registration Number: OC303675

DUNS Number: [**Insert** if known]

SID4GOV ID: [**Insert** if known]

Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 26th July 2021.

It's issued under the Framework Contract with the reference number RM1043.7 for the provision of Digital Outcomes and Specialists 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, Statement of Work 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

Lot 1: Digital Outcomes

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:



DOS5-joint-schedules (1).docx



DOS5-call-off-schedules.docx

- 1 This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
- 2 Joint Schedule 1 (Definitions) RM1043.7
- 3 Framework Special Terms
- 4 The following Schedules in equal order of precedence:
 - Joint Schedules for RM1043.7
 - Joint Schedule 1 (Definitions) RM1043.7
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information) – Not applicable to the first SoW however should circumstances change this schedule would become relevant.
 - Joint Schedule 6 (Key Subcontractors) – Not applicable to the first SoW however should circumstances change this schedule would become relevant.
 - Joint Schedule 7 (Financial Difficulties) – Not in use at this time however should circumstances change this schedule would become relevant.
 - Joint Schedule 8 (Guarantee) – Not in use at this time however should circumstances change this schedule would become relevant.
 - Joint Schedule 10 (Rectification Plan)

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

- Joint Schedule 11 (Processing Data) RM1043.7
- Joint Schedule 12 (Supply Chain Visibility)

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

- Call-Off Schedules for RM1043.7
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer) – Only Part E currently relevant.
 - 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 Deliverables)
 - Call-Off Schedule 7 (Key Supplier Staff) – Currently N/A
 - 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 14 (Service Levels and Balanced Scorecard)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 16 (Benchmarking)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Cyber Essentials Scheme)

5 CCS Core Terms (version 3.0.9)

6 Joint Schedule 5 (Corporate Social Responsibility) RM1043.7

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: None

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

Call-Off Start Date: 26th July 2021

Call-Off Expiry Date: 25th July 2023

Call-Off Initial Period: 2 years

Call-Off Optional Extension Period: 6 Months

Minimum Notice Period for Extensions: 1 Month

Call-Off Contract Value: £4,900,000 (excl. VAT)

Call-Off Deliverables

Option A: Deliverables and completion dates will be set out in the SoW.

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 referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

All work will be undertaken by suitably qualified and sufficiently skilled resources, who will operate in accordance with the standard of good professional practice. All Supplier Staff will hold verifiable security clearance prior to commencing work delivering the Services, as required by this Call-Off Contract.

- The technical standards required for this Call-Off Contract are Home Office Digital Strategy:
 - o <https://www.gov.uk/government/publications/home-office-digital-strategy/home-office-digital-strategy>
- Home Office Technology Strategy:
 - o <https://www.gov.uk/government/publications/home-office-technology-strategy/home-office-technology-strategy>
- Government Service Design Manual:
 - o <https://www.gov.uk/service-manual/browse>
- HMG Security Policy Framework:
 - o <https://www.gov.uk/government/publications/security-policy-framework>
- NCSC Policies and Guidance:
 - o <https://www.ncsc.gov.uk/section/advice-guidance/all-topics>
- IPT Application Development Methodology Overview
- Home Office Technology Principles and Standards – Enterprise Architecture
- IPT Test Strategy

The supplier must ensure that it understands these standards required and all services are delivered in adherence to these at all times.

Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials

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Scheme) to provide a Cyber Essentials Certificate OR 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 Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [REDACTED] in the first 12 months of the Contract.

Call-Off Charges

1 Fixed Price

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

Reimbursable Expenses

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

Payment Method

The Supplier will issue invoices monthly in arrears. The Supplier shall adhere to the MBTP Acceptance Certificate Process and must only submit invoices once the corresponding Acceptance Certificate has been fully approved on JIRA. The Buyer will pay the Supplier within thirty days of receipt of a valid invoice by BACS.

Buyer's Invoice Address

Home Office

Shared Service Centre HO Box 5015, Newport, Gwent, NP20 9BB United Kingdom

Tel: 08450 100125 Fax 01633 581514

e-mail: HOSupplierInvoices@homeoffice.gov.uk

Buyer's Authorised Representative

Commercial Lead

[REDACTED]
[REDACTED]

Buyer's Environmental Policy

Supplier to adhere to legislative requirements and best practice.

Buyer's Security Policy

As outlined in: 10 Steps to Cyber Security. Available online at: [10 Steps to Cyber Security - NCSC.GOV.UK](https://www.ncsc.gov.uk/10-steps-to-cyber-security)

Supplier's Authorised Representative

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Supplier's Contract Manager

[REDACTED]
[REDACTED] 
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Progress Report Frequency

Suppliers will be required to report regularly on the progress as agreed as part of individual Statements of Work.

Progress Meeting Frequency

Suppliers will be required to report regularly on the progress as agreed as part of individual Statements of Work.

Key Staff

Buyer

[REDACTED]
[REDACTED] 
[REDACTED]

Or as instructed under the SOW.

Supplier

[REDACTED]
[REDACTED] 
[REDACTED]
[REDACTED]
[REDACTED]

Worker Engagement Route: Outside IR35 and no requirement to issue a Status Determination Statement.

Key Subcontractor(s)

Not Applicable

Commercially Sensitive Information

Not applicable

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Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)]

Material KPIs

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)]

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 social value commitments in Call-Off Schedule 4 (Call-Off Tender)

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.

For and on behalf of the Supplier:

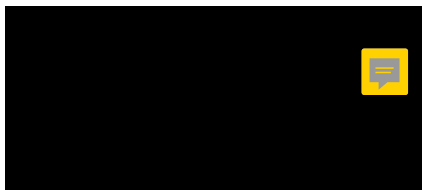
Signature:

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Date: 01/10/2021

For and on behalf of the Buyer:

Signature:

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Role: Commercial Lead

Date: 14/10/2021

Appendix 1

Organisation Services - Sponsorship

Statement of Work

Project	Organisation Services - Sponsorship
Contract ref	TBC
Statement of Work ref	TBC
Statement of Work total value	[REDACTED]
Statement of Work duration	26 th July 2021 – 31 st October 2021
Supplier	Deloitte

Programme Director	[REDACTED]
Project Manager	[REDACTED]
Commercial lead	[REDACTED]
Supplier Lead	[REDACTED]

Context of the requirement
<p>Deloitte ("Supplier") and the Home Office ("Customer") (together: "the Parties") have agreed a Call Off contract for Organisation Services for DDaT FBIS Programme Delivery ("the Service"). The scope of this contract covers the provision of these services.</p> <p>The Supplier will undertake the project subject to the assumptions and Customer responsibilities referred to herein. The Services to be delivered under this Statement of Work are outlined in more detail in the sections below.</p> <p>The Supplier will deliver additional scope related to the Service in line with the priorities set by the Customer. The Supplier will provide defined level of output for a stable price, and the Customer will set the functional scope to be addressed by the Supplier.</p> <p>The Supplier will deliver the functional and non-functional scope, as detailed in the content of this document.</p>

Approach
<p>High level approach</p> <p>The Service is a custom-built digital service. In order to deliver this engagement Supplier will provide experienced resources with skills including:</p> <ul style="list-style-type: none"> • Data Model subject matter expertise • Development of service architecture and data platform

- Technical delivery management
- Programme delivery management and project support
- Agile methods
- Business analysis

As the Discovery phase develops, further resources will be on-boarded to provide a full delivery team, including those with Testing and DevOps expertise.

The Supplier's approach is to deploy a number of experienced digital practitioners to deliver the Service alongside the existing Customer project team, working with Customer staff and other suppliers to deliver the wider service. The Supplier will use Customer and 3rd party resources to design, build and release products and services that meet the Customer's requirements.

The activities that both parties undertake are described at a high level in the table below:

Topic	Supplier Activity	Customer Activity
Analysis	Focus on requirements, writing user stories and proposing technical acceptance criteria for approval by the Customer Product Owner	Decide which requirements to tackle in what order, and provide product ownership of them including approval of stories and the technical acceptance criteria by which they will be measured
Design, Build and Test	Design, develop and test working digital services i, proving that the service meets the approved requirements, standards and technical acceptance criteria	Approve stories as per the acceptance process
Delivery Management	Manage the effective delivery of the work using Agile management methods (including running of ceremonies, measurement of performance, configuration and use tools such as Jira and Confluence to this end) and project support functions	Manage the governance of the portfolio more widely
Governance	Provide appropriate and timely reporting and delivery metrics, including preparation for forums and checkpoints	Ensure representation at the relevant governance forums, and timely requests for ad-hoc reporting requirements



	(and creation of materials for stakeholder engagement)	
<p>During the delivery of the Service, the Supplier will take primary responsibility for business analysis, software development, test and release activities for the duration of this Statement of Work.</p> <p>The Supplier will facilitate the operation of a pipeline process, which will be used to determine the scope of work for the project (including both Supplier and Customer resources). The pipeline process will capture the “backlog” of needs from the Customer , measure these needs against the available delivery capacity, and make decisions about prioritisation. These decisions will determine what functional scope is delivered and when.</p> <p>The pipeline process will adhere to the following principles which are agreed between Supplier and the customer:</p> <ul style="list-style-type: none"> • The backlog should be maintained and published in a transparent manner • Prioritisation decisions will take into account policy needs, operational requirements and the capacity of the delivery team (including both Supplier and Customer resources) • Once a decision has been made to commence work from the backlog, it will not be deprioritised to make way for new work and shall be worked through to completion, except in exceptional circumstances 		

High Level Scope
<p>The key areas of scope the Supplier will work on during this period are highlighted below. The specific deliverables for each of these are outlined in the Deliverables section.</p> <p>Under this statement of work, the Organisation Services Technical Discovery team will build upon the Sponsorship Discovery conducted to date by the incumbent Discovery team (via Access UK). This will mean:</p> <ul style="list-style-type: none"> • Building on analysis, research and early prototyping activity relating to Organisation Summary View done during the Sponsorship Discovery, by: <ul style="list-style-type: none"> ○ testing early prototypes with users ○ iterating them based on feedback (producing new screens and flows as required) ○ producing a detailed backlog for delivery based on these revised prototypes • Conducting technical discovery work to define in detail how Sponsorship data services will work with the proposed data model and wider FBIS data

platform and architecture, and producing the detailed designs, backlogs and plans to enable delivery.

This phase of work will support the development of an implementation plan for Organisation Services.

High level deliverables

Deliverable	Description of work to be carried out	Delivery Test
Source code	Source code checked into the Customer's source code repository, including functional code, configuration, automated tests and deployment scripts	Passing of user acceptance tests against agreed technical acceptance criteria for relevant user stories or upon moving into live production, whichever occurs first
Machine readable code	Binaries for The Service deployed onto Customer infrastructure	Passing of user acceptance tests against agreed technical acceptance criteria for relevant user stories or upon moving into live production, whichever occurs first
Operational documentation	Documentation of the release and operational procedures required to maintain and operate the Service on the Customer's Confluence wiki	On receipt of the documentations which will be released by Supplier, these shall be accepted through JIRA.
Design documentation	Documentation of the technical design of the Service on the Customer's Confluence wiki	On receipt of the documentations which will be released by Supplier these shall be accepted through JIRA.
Impact assessments	Impact assessments of changes or deviations required and recommended next steps as discussed and agreed with Product Owners and Core team members	
Delivery Plan	Development and documentation of delivery plan to initiate following the Discovery phase	

Deliverables

This Statement of work is priced at a fixed cost payable in monthly milestones. Capacity will be used on the below deliverables, with the option to change any

given item for another of equal size. 20% capacity will be ringfenced for high-priority defect fixes, continuous improvement and late requests from dependent teams

The following items will be detailed as part of the Commercial Acceptance Process through Acceptance Certificates linked to evidence in Jira of completion.

Objectives specific to Organisation Services (OS)

- On-boarding of the Organisation Services Discovery team in weeks 1-2
- Definition and agreement of roles and responsibilities of teams associated with OS. This will include understanding ownership of systems connected with OS and any changes required to these systems [REDACTED]
- [REDACTED] Facilitation of technology stack decisions required to develop OS
- Development of detailed delivery plan and team readiness for delivery phase
- Agreement of programme dependencies and key milestones on the integrated delivery roadmap (for example to align with teams owning data migration) to ensure that OS delivery is in step with other products and workstreams
- Put in place all relevant infrastructure for delivery, including development environments, JIRA boards for build pipeline, Confluence areas etc.
- Scale-up of team for delivery with a view to having remaining team members onboarded by the end of September
- Define ways of working with a view to optimising collaboration across the Sponsorship DDaT programme, sharing of lessons learned and reusing approaches, patterns and components as appropriate

The onboarding of the Discovery team is anticipated to take 2 weeks. All other objectives will be delivered incrementally over the course of the following 10 weeks.

The Technical Discovery will be run in two workstreams:

- **Workstream 1** - caseworker facing services with a primarily front-end focus of activity, and;
- **Workstream 2** - data centric, back end workstream - designing and delivering the organisation-centric data model and building data services and APIs.

Specific objectives for each workstream are detailed below:

Workstream 1 – Caseworker-facing Organisation Services

- User testing of early prototypes of Organisation Summary View developed by the Access UK Discovery team
- Iterations (including new screens and flows as required) of the Organisation Summary View prototype
- Development of detailed backlog for workstream 1 (Organisation Summary View and Search function) for Customer sign-off

- Development of planning documentation for workstream 1 including integrated roadmap, key delivery milestones and delivery approach, to enable the initiation of the Delivery phase of work (November 2021)

Workstream 2- Data Model, Data Services & APIs

- Technical analysis to inform a decision on the data model for OS.
- Facilitate engagement and planning sessions with architectural leads to enable decision regarding the Sponsorship data platform and proposed transactional data storage solution
- Produce detailed requirements relating to the implementation of the data model in the target data platform and an accompanying high-level implementation roadmap
- Indicative design and data model for the transactional data store (if required)
- Identify and document dependencies on OS data services and APIs (for both Caseworker and Sponsor facing services and user journeys), and capture detailed requirements
- Confirm technical design of data services and APIs, and agree implementation approach with data platform team
- Identify whether third party software products are used by Sponsor organisations, and confirm whether this has an impact on API design
- Develop and agree a minimum viable dataset to deliver the scope of Limited Private Beta 1 for Customer sign-off
- Develop detailed backlog for workstream 2 for Customer sign-off
- Development of planning documentation for workstream 2 including integrated roadmap, key delivery milestones and delivery approach, to enable the initiation of the Delivery phase of work

Customer Roles


Role	Time Commitment	Description and Responsibilities
Product Manager	Full-Time	Representing project at internal governance forums. Working with Supplier to produce status reports and management updates.
Product Owner(s)	Full-Time	Prioritises and elucidates requirements. Supports business analysts in identifying and engaging with appropriate business stakeholders. Signs off technical acceptance criteria prior to development of user stories and signs off completion of a user story.
Policy Liaison	As required	Provides policy guidance and review of relevant user stories and technical acceptance criteria. Reviews completed


		deliverables and facilitates policy sign-off in a timely manner.
Policy and legal SMEs	As required	Provides policy knowledge in support of Policy Liaison. Early review of user stories and final review of deliverables as appropriate.
Business SMEs	As required	Provides business knowledge in support of Product Owner and Policy Liaison. Provides input to business analysis during requirements analysis.
Release Manager	Fulltime	Coordinates release activities during regular production releases. In the event a production code fix is required out of hours, Release Manager will be notified, but in the event of a non-response the Supplier service manager will have authority to coordinate a release.
Security Architect	As required	Conducts threat assessment on the application and identifies security risks, including confidentiality, integrity and availability of data. Advises on applicable security policies, standards and data protection requirements, and defines security controls (including design, configuration, deployment and operation of controls). Oversees and advises on performance of security testing prior to go-live. Advises on security operations requirements (logging and monitoring, and vulnerability, change and incident management).
Technical Architect	Part-Time	Defines technical standards, including the Technical Architecture, working in collaboration with the Supplier. Reviews detailed designs. Supports the alignment of technical deliverables with the wider programme.

Assumptions	
Description (inc. mitigation if appropriate)	Responsibility
Requirements: The Customer will ensure that all requirements will be received, reviewed and approved in a timely manner, with the appropriate level of due diligence conducted by both Customer and Supplier.	Customer and Supplier
Data handling: The Supplier will only process personal data under Customer instruction, on Customer infrastructure, and	Customer and Supplier

with the appropriate level of clearance and training. The Customer will be responsible for the security of all personal data processed on its infrastructure	
Approvals: The Customer will ensure that deliverables are reviewed and approved in a timely manner and in accordance with the agreed acceptance procedure(s)	Customer and Supplier
Architecture: The Customer will take responsibility for defining the business and technical architecture within which the service is delivered, working in collaboration with the Supplier	Customer
Tooling: The Customer will be responsible for all reasonable procurement of non-standard software, hardware and licenses required to develop, test and operate the Service as required and mutually agreed in advance with the Supplier. Tools used for collaboration and communication (including, but not limited to, JIRA, Confluence, Stash, Slack) will have at least 99% uptime availability between 09:00 and 17:00 from Monday to Friday excluding Bank Holidays.	Customer
Infrastructure: Infrastructure used for The Service will maintain at least 99% uptime availability between 09:00 and 17:00 from Monday to Friday excluding Bank Holidays.	Customer
Environments: The Customer will provide sufficient environments to allow development and testing to proceed in line with the pace of delivery	Customer
Jira acceptance: The parties will use Jira and Confluence to manage and control the project. Acceptance of scope interpretation, delivery and story completion will be documented in Jira, and the parties acknowledge that correspondence held in Jira can be relied upon as a basis for delivering the Services.	Customer and Supplier
Integrations: Where an integration is required, the Customer will provide (or ensure provision from its third parties of) an interface specification, and accurate and representative test data, in good time	Customer
External systems: The Customer will take responsibility for required changes to systems outside the scope of the Service including the implementation of required changes to gov.uk or other external websites	Customer
First and second line support: The Customer will be responsible for first and second line support for all live services, including initial reporting and triage	Customer
Project management: The parties will put in place appropriate project management arrangements to govern the Services. Day-to-day project management will be	Customer



managed using the Customer's Confluence infrastructure, in which progress will be tracked, issues will be monitored, and resolutions will be documented. Representatives from Supplier and the Customer will conduct project review meetings at least once every fortnight.	
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Overall SoW cost breakdown	
July 2021	
August 2021	
September 2021	
October 2021	
Total cost of Statement of Work	

Average Day Rates			
Month	Total Billings	Predicted Average Head Count	Predicted Average Day Rate
July 2021			
August 2021			
September 2021			
October 2021			







Additional Terms (as outlined in the call of contract)	
Description	Detail
Vetting Requirements	Must have BPSS as a minimum Must have CTC minimum if working on client site or a ZRC in place. SC / SC in progress if required for specific data or environment access
Expenses expected?	Yes – for travel away from Croydon when required by the Customer
Acceptance Process	Acceptance Certificates

Contract Spend Breakdown			
TBC: Total value: TBC			
SOW Ref	Description	Period	Value
TBC-01	Sponsorship	26 th Jul '21 – 31st Oct '21	
Total spend to date			
Contract value remaining			TBC

*this SOW

Approvals			
Approver	Title	Signature	Date

Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

FBIS Programme Lead			
Project Manager			
Commercial Lead			
Supplier Lead			

Annex 1

Data Processing

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:

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 2 to paragraph 15 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> <ul style="list-style-type: none">• For all Statements of Work under this contract, the Home Office shall be considered the Data Controller. The Supplier, Deloitte, shall be considered the Processor. All processing undertaken by Deloitte is done so under the instruction of the Home Office and on Home Office infrastructure.• Personal data may include: Contact and address details, username, user type, photographic images, immigration history. Data subjects may also supply supporting documentation for their applications, which may include financial data, address, passport information, and covid specific health data. Special category data: Biographic information, biometric data, health data• The Supplier may need to use this data in order to deliver the services stated in the Statement of Work; defining in detail how Sponsorship data services will work with the proposed data model and wider FBIS data platform and architecture, and producing the detailed designs, backlogs and plans to enable delivery
Duration of the Processing	For the duration of this contract, or until instructed to stop by the Data Controller (whichever is first).
Nature and purposes of the Processing	Our design, testing and delivery teams will process personal data as part of the services outlined in the detail of the Statement of work. Including in defining in detail how Sponsorship data services will work with the proposed data model and wider FBIS data platform and architecture, and producing the detailed designs, backlogs and plans to enable delivery

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Type of Personal Data	<p>Personal data may include: Contact and address details, username, user type, photographic images, immigration history. Data subjects may also supply supporting documentation for their applications, which may include financial data, address, passport information, and covid specific health data.</p> <p>Special category data: Biographic information, biometric data, health data</p>
Categories of Data Subject	Home Office staff, immigration applicants, overseas visitors to the UK, immigration offenders, sponsoring organisations including places of work or study.
<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>Data will be processed and reside on home office infrastructure and is subject to Home Office's record retention policy.</p> <p>At the end of the period determined under 'Duration of the Processing', the supplier will revoke all access rights to view personal data. Where any personal data is held on a platform or device outside of Home Office infrastructure, this will be destroyed to a level that makes it irretrievable.</p>