



# **Specification**

## **Intensive Driver Training**

**Contract Reference: K280021607**

**Date: 10.01.2022**  
**Version: Final**

# Contents

<b>Contents</b>	<b>2</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Background to the Requirement</b>	<b>3</b>
<b>3. Procurement Timetable</b>	<b>3</b>
<b>4. Scope</b>	<b>4</b>
<b>5. Implementation and Deliverables</b>	<b>4</b>
<b>6. Specifying Goods and / or Services</b>	<b>5</b>
<b>7. Skills and Apprenticeships</b>	<b>8</b>
<b>8. Quality Assurance Requirements</b>	<b>8</b>
<b>9. Service Conditions and Environmental Factors</b>	<b>8</b>
<b>10. Management and Contract Administration</b>	<b>8</b>
<b>11. Security</b>	<b>9</b>
<b>12. Data Protection</b>	<b>9</b>
<b>13. Training / Skills / Knowledge Transfer</b>	<b>10</b>
<b>14. Documentation</b>	<b>10</b>
<b>15. Arrangement for End of Contract</b>	<b>10</b>
<b>16. Evaluation Criteria</b>	<b>10</b>
<b>17. Points of Contact</b>	<b>14</b>
<b>Annex 1 – Evaluation Criteria: Quality Factors</b>	<b>15</b>
<b>Annex 2 – Schedule of Processing, Personal Data &amp; Data Subjects</b>	<b>18</b>

## 1. Introduction

The Driver & Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT) invites proposals for the following Intensive Driver Training services. This contract will be subject to the DfT Standard Conditions of Contract.

Bidders intending to bid for this requirement are required to submit their proposals through the Jaggaer eSourcing system, by 12:00 midday on 14 February 2022.

## 2. Background to the Requirement

DVSA's primary aim is to improve road safety in Great Britain by setting standards for driving and motorcycling, and making sure drivers, vehicle operators and MOT garages understand and follow roadworthiness standards. DVSA also provides a range of licensing, testing, education and enforcement services.

DVSA employs around 4,500 staff who work out of over 1,000 varied locations, including third party and remote sites. DVSA's Head Office is at Berkeley House, Croydon Street, Bristol, BS5 0DA with other administrative offices across Great Britain.

DVSA has an ongoing requirement for Driving Examiners to attend Intensive Driver Training to acquire the driving licence categories C, CE and D. Due to the current UK shortages of Heavy Good Vehicles (HGV) and Passenger Service Vehicle (PSV) drivers, DVSA needs to increase the number of Driver Examiners for these categories. This will allow DVSA to meet the increasing demand for driving tests in these categories.

The delegates attending the training will have experience of being a car driving examiner before they are selected to receive training for the additional categories. The training will allow Driving Examiners to obtain the relevant licence categories required. The driving tests are not in scope of this contract and will be carried out by DVSA Examiners. Once the Driving Examiners have obtained the relevant categories, it will enable them to receive internal DVSA training to develop their skills to conduct driving tests for these additional categories.

Driving Examiners are based across Great Britain and require the training to be available nationally. DVSA will consider awarding the contract to more than one supplier to allow for national coverage to be achieved.

DVSA is therefore looking to procure the services of a supplier(s) to deliver Intensive Driver Training for approximately 144 delegates over an initial 3-year contract period.

## 3. Procurement Timetable

Description	Date
ITT Issued	10 January 2022

Deadline for clarifications to be issued to the Department	28 January 2022 at 16:00
Deadline for the Department to respond to clarifications	4 February 2022 at 16:00
Deadline for receipt of Tender submissions	14 February 2022 at 12:00 Midday
Evaluation Period	15 February – 4 March 2022
Award Recommendation and DVSA approvals	7 March 2022
Standstill Period	8 - 18 March 2022
Contract Award	21 March 2022
Contract Commencement	22 March 2022
Mobilisation Period	TBC
Service Commencement Date	April 2022

Whilst every effort is made to adhere to the timescales above, these are estimated and could be subject to change.

#### 4. Scope

The intended contract will be expected to start from March/April 2022. The initial contract period will be three (3) years from the commencement date with an option to extend for a further one (1) year plus an additional one (1) year. DVSA shall have the right, at its sole discretion, to extend the term of the contract, this will be discussed in the contract meeting 3 months prior to the end date and written notice will be given to the supplier within one (1) month of the expiry date.

The total duration of the intended contract, including the exercise of any option periods, shall not exceed five (5) years.

The scope is delivery of Intensive Driver Training to approximately 144 DVSA staff in total over the initial 3-year contract period. There is no guarantee on the number of delegates provided, these are estimated numbers only with no minimum or maximum.

#### 5. Implementation and Deliverables

The Authority envisages that the Services shall be broken down into the following milestones:

Title	Deliverables
Mobilisation	The Supplier to deliver a mobilisation phase before Service Commencement which will be as proposed as part of the

	Supplier's tender response. Date to be agreed between the Parties.
Service Commencement	The Supplier to commence service delivery. Date to be agreed between the Parties however expected April 2022
Service Delivery	Deliverables as described in section 6 below

## 6. Specifying Goods and / or Services

The supplier(s) shall deliver intensive driver training to Driving Examiners for HGV and PSV training in Categories C, CE and D.

The volume of delegates will flex depending on business needs. It is anticipated that there will be 4 - 8 delegates per month and 48 delegates in total per year. DVSA will consider awarding the contract to more than one supplier to meet these volumes and offer the training regionally.

The training should be contextualised to meet DVSA's requirement as outlined below:

- The training will need to be delivered to enable the delegates to achieve a consistently high standard of driving. Currently this is in accordance with the EU 3rd Directive Annex IV Section 1.5. (It should be noted this is a higher standard than to pass the standard licence acquisition test).
- The supplier(s) must provide training in accordance with [DVSA National Standards](#). The training must comply with any changes that DVSA make to the standards.
- Most of the delegates will require training in all 3 vehicle categories but occasionally the training may be required for just one or two categories.
- The training needs to be practical training and should be delivered on a 2:1 trainee : trainer ratio.
- The vehicle must accommodate the trainer, the delegate who will be driving the vehicle and allow for one delegate to sit in the vehicle to observe the driving.
- Vehicles used must include manual as well as automatic.
- All vehicles should be larger than minimum test vehicle size and must include articulated vehicles.
- The training must include a variety of roads suitable for the delegates development needs, avoiding overuse of test routes.
- The duration of the course will be bespoke and will be dependent on the delegates capability and the categories they require. Typically, the training is delivered over one - three weeks, allocating one week per category.

- The supplier will need to assess that the delegate is at the relevant standard before they complete their driving test. The supplier will notify DVSA if a delegate requires further training before attempting their driving test. Further training may be required if a delegate fails their test.

## **Driving Test**

Following the completion of the training, DVSA will arrange the driving tests to be conducted. If the successful supplier is an approved DVSA customer site then the test could be conducted on the supplier's premises. The driving tests are outside the scope of this contract and the tests will be conducted by DVSA examiners.

The cost of this training should exclude the cost of the Driving Tests as this will be arranged by DVSA.

The use of the supplier(s) vehicle will be required for the trainee to complete the training and the driving test. These costs should be included in the supplier(s) bid.

## **Booking Procedure**

Prior to attending the training, the delegates will be current car Driving Examiners. The delegates will have completed and passed their medical examination. They will hold a provisional entitlement on their licence and will have successfully completed their theory test and Hazard Perception Test.

Delegates will be notified on the joining instructions by DVSA's training team with information provided by the supplier on course location and content.

DVSA's training team will provide the supplier with the availability of delegates.

## **Delivery Conditions**

The training should be available from April 2022.

The training will be delivered as practical driver training at the supplier's premises. The supplier will need to ensure safety procedures are in place as per government guidelines in relation to COVID-19.

The training days should normally include a minimum of 8 hours training unless otherwise agreed by DVSA management. Training is generally delivered Monday to Thursday and delegates take their driving test on the Friday. However, this will be dependent if the delegate is equipped for their test.

If the training requires DVSA staff to travel and stay away in hotels, the cost of travel and accommodation will be covered by DVSA.

The supplier must provide all resources which are required to deliver the training which includes but not limited to providing a suitable Vehicle and the necessary safety equipment for example a high visibility jacket.

The supplier must ensure that the vehicle used is road worthy and has the appropriate tax and insurance cover

### **Completion of training**

The supplier will be required to provide DVSA's training team with the delegate attendance figures and names and the date attended, within five (5) working days of the completion of each course.

The supplier will feedback to DVSA any concerns over delegates not meeting the relevant driver standards.

Once the training has been delivered DVSA will arrange the driving tests.

If the overall failure rate is 10% or higher, of the total number of delegates who have taken the course over 3 months, the Supplier will need to raise the issue with DVSA's Contract manager and provide analysis for the failure rate. The Supplier will then need to plan any remedial action

### **Cancellation**

If the supplier cancels an agreed course for any reason, they shall meet all claims for costs incurred by DVSA or its delegates in the cancelling and rebooking of an alternative course.

DVSA may cancel agreed course dates with the supplier up to and including seven working days prior to that date without incurring costs. Any costs incurred by the supplier due to a cancellation by DVSA within seven working days of course commencement will be paid in full by DVSA.

DVSA would reserve the right to substitute delegates at short notice if the needs of our business change.

### **Social Value**

The DVSA must have consideration of economic, social and environmental value (social value) in accordance with the Public Services (Social Value) Act 2012. Some of the specific areas of focus for DVSA are:

Supporting communities

Minimising the impact on the Environment including Carbon Reduction

Supporting the economy

Supporting employment opportunities and skills development

Supporting, employment, re-training, return to work

The COVID-19 pandemic has exacerbated existing economic and social challenges and created many new ones. Social value provides additional benefits which can aid the recovery of local communities and economies, especially through employment, re-training and return to work opportunities, community support, developing new ways of working and supporting the health of those affected by the virus. Government will monitor delivery of a number of related outputs to assess the effect of these commercial interventions.

The Supplier is actively encouraged to consider these as part of their contract delivery, and where possible to demonstrate better value for money to the community, increase opportunities for disadvantaged people and improve the local environment. This contract opportunity particularly has potential to support social value in terms of ensuring equal opportunity for the population via employment opportunities and skills development. The DVSA welcomes any supplier innovation that enables this.

This will form part of the evaluation and will be a regular part of contract management meetings and reported on as part of key performance monitoring.

## **7. Skills and Apprenticeships**

Not applicable

## **8. Quality Assurance Requirements**

The Supplier will be required to have quality assurance processes in place as part of their delivery of the Services.

DVSA will also have the option to conduct random quality assurance checks on the delivery of the training.

## **9. Service Conditions and Environmental Factors**

Please see 'Delivery Conditions' under section 6 of this document.

## **10. Management and Contract Administration**

### **Account Management**

The supplier shall within five (5) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place quarterly contract review meetings to review key performance indicators, monitor payment and invoices, discuss course content, and feedback, and look at ideas for improvement. During the contract implementation meeting both parties will agree dates for the quarterly contract review meetings and define the



format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

## **Payment and Invoicing**

Unless we specify otherwise, payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA contract owner.

A Purchase Order (PO) number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to:

[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA contract owner and the supplier should include any information required to ensure efficient and effective receipting/invoice matching. For example, provision of timesheets or an annotated progress report.

Further information on invoicing and payment procedures are contained within the Instructions to Tenderers document.

## **Sub-contracting to Small and Medium Enterprises (SMEs)**

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

## **11. Security**

The supplier will ensure that all data processed in relation to the contract is held securely.

## **12. Data Protection**

The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), the Law Enforcement Directive (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy).

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the DfT's behalf. The DfT will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the DfT's documented instructions, as set out in Annex 2 (Schedule of Processing, Personal Data & Data Subjects) of this Specification.

### **13. Training / Skills / Knowledge Transfer**

Trainers should provide evidence of their relevant skills and experience to deliver this specific training.

### **14. Documentation**

Not applicable

### **15. Arrangement for End of Contract**

The supplier shall within 3 months after the Contract Commencement Date deliver to DVSA an Exit Plan for agreement by the Authority which sets out the suppliers proposed methodology for achieving an orderly transition of the Services from the supplier to DVSA and/or its replacement supplier on the expiry or termination of this Contract.

The supplier shall fully cooperate with DVSA to ensure a fair and transparent re-tendering process for this contract. This may require the supplier to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

### **16. Evaluation Criteria**

Proposals will be evaluated against the Evaluation Criteria detailed below that will determine the most economically advantageous tender.

Tenders will be evaluated using the following weightings to obtain the optimal balance of quality and cost.

Evaluation criteria	Score
Selection Questionnaire	Pass/Fail
Quality Factors	70%
Price Factors	30%

The following weightings and sub-criteria will be utilised in the Evaluation to ascertain the best value for money proposition.

**The Quality Factors Score and the Pricing Factors Score for compliant tenders will be combined to identify the bidder who has the highest Final score and thus who has submitted the most economically advantageous tender.**

Primary Evaluation Criteria	Primary Evaluation Criteria Weighting (%)	Evaluation Sub-criteria	Evaluation Sub-criteria Weighting (%)	Quality Factor Question	Quality Factor Question Weighting (%)
Selection Questionnaire (SQ)	Pass/Fail	SQ Question Set	Pass/Fail	N/a	N/a
Quality 70%	100% (This will be converted into the maximum 70% quality score weighting)	Technical solution proposed and competence	60%	Approach to meet requirements	28%
				Assumptions, caveats, and risks	16%
				Quality assurance, governance and processes	16%
		Implementation and delivery	16%	Implementation & mobilisation.	16%
		Resources and capabilities	10%	Key personnel	14%
		Social Value	14%	Supporting employment opportunities and skills development	14%
Price	30%	Pricing Schedule	30%	N/A	N/A

### Selection Questionnaire:

The response to the Selection Questionnaire will be assessed against the criteria specified in the Selection Questionnaire.

### Quality Factors:

The Quality Factors will be assessed against the criteria specified in Annex 1.

Potential Providers must provide a response to each Quality Factor question.

## Quality Factors Scoring Methodology

The following marks 1 to 5 will be allocated to each Quality Factor in accordance with the following scoring definitions:

Mark	Percentage weighting	Description	Scoring Guide
5	100%	Excellent Confidence	Comprehensive evidence provided that supports that the Bidder meets all of the requirement, leading to the conclusion of a total level of confidence that the Bidder can meet the requirement.
4	75%	Good Confidence	Evidence provided that supports that the Bidder meets most of the requirement leading to the conclusion of a high level of confidence that the Bidder can meet the requirement.
3	50%	Reasonable Confidence	Evidence provided that supports that the Bidder meets some of the requirement leading to the conclusion of a mid-level of confidence that the Bidder can meet the requirement.
2	25%	Minimal Confidence	Some evidence provided that supports that the Bidder meets few of the requirements leading to the conclusion of a low level of confidence that the Bidder can meet the requirement
1	0%	No Confidence	Limited or No evidence provided that the Bidder meets the requirement. No confidence that the Bidder can meet the requirement.

**Please note: Suppliers failing to get a mandatory mark of either 3, 4 or 5 for each question of their bid will not proceed any further in the competition and their tender will be deemed non-compliant.**

Each mark will then be converted into a corresponding percentage score of the total marks available for the question (e.g. a score of 4 out of 5 is 75%).

The percentage score for each question will then be multiplied by the weighting of that question as detailed in Annex 1 to calculate the weighted score for that question.

The total Quality Factors Score for each tender is the sum of the weighted scores.

The weighted score for each question will be added together and the following calculation will be undertaken to determine the total Quality Factors Score based on the overall 70% weighting for Quality:

Total Quality Factors Score = (sum of weighted scores ÷ 100) x 70

A summary of each Quality Factor question along with; the associated minimum acceptable mark and percentage score; the maximum available mark and percentage score and; the weighting are outlined below:

Quality Factor Question	Minimum Acceptable Mark	Minimum Acceptable Percentage Score	Maximum Available Mark	Maximum Available Percentage Score	Weighting %
Approach to meet requirements	3	50%	5	100%	28%
Assumptions, caveats, and risks	3	50%	5	100%	16%
Quality assurance, governance and processes	3	50%	5	100%	16%
Implementation & mobilisation	3	50%	5	100%	16%
Key personnel	3	50%	5	100%	10%
Supporting employment opportunities and skills development	3	50%	5	100%	14%

The evaluation of each Quality Factor Question will be conducted, and consensus checked in accordance with the following Consensus Marking Procedure.

The Consensus Marking Procedure is a two-step process, comprising of:

Step 1 - Independent evaluation

Step 2 - Group consensus marking

During independent evaluation (step 1), each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by potential providers in their tender. Each evaluator will then allocate a mark for the answer in accordance with the marking scheme applicable to that question.

The Authority will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

During the group consensus marking meeting (step 2), evaluators will discuss their independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers' answer to the questions.

The consensus scores for each Quality Factor Question will then be added together and the following calculation will be undertaken to determine the Total Quality Factors Score based on the overall 70% weighting for Quality:

Total Quality Factors Score = (sum of weighted scores ÷ 100) x 70

### **Price Factors:**

The Pricing Schedule excel document is where you will detail your tendered rates for the services. If awarded the contract, the rates provided, in the yellow cells of the Pricing

Template excel document, will form a schedule of rates in the contract. This will be the schedule of rates applicable for the duration of the contract.

### **Price Factors Scoring Methodology:**

The Inverse Proportion Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

1. The Potential Provider with the lowest price shall be awarded the maximum Price Factor Weighted Score (30%).
2. Each tendered Price Factor shall then be compared to the lowest tendered Price Factor.
3. For each Price Factor, the following calculation is used:

$$\text{Bidder's Price Factor Weighted Score} = (\text{Lowest Bidders Tendered Price Factor} \div \text{Bidder's Tendered Price Factor}) \times \text{Price Factor Weighting Percentage}$$

All calculations will be rounded to 2 decimal places.

## **17. Points of Contact**

All queries/ questions should be sent through the Jaggaer eSourcing Portal

## Annex 1 – Evaluation Criteria: Quality Factors

Sub-criteria Weighting	Primary Criteria Weighting (%)	Quality Factor Question	Required Characteristics	Evidence Requirement	Individual Sub Criteria Weighting (%)
Technical solution proposed and competence	60%	Approach to meet requirements	<p>The proposed approach for delivering Intensive Driver training including but not limited to:</p> <ul style="list-style-type: none"> <li>Methodology for delivery of the training course to meet the requirements set out in section 6 -Specifying services.</li> <li>an outline course plan, detailing specific areas for the category of test. This should include: the location and duration of the training, e.g., number of days, start /finish times, and breaks.</li> <li>Detail around how the training will be delivered to a higher standard as detailed in section 6</li> <li>Outline your current fleet to ensure the availability of up-to-date vehicles meet the current industry standards as outline in section 6</li> </ul>	A Method Statement that addresses the Authority's required characteristics <b>Max 3 sides of A4 (minimum font size Arial 10)</b>	28%
		Assumptions, caveats, and risks	<p>The proposed methodology relating to the delivery of the services, to include:</p> <ul style="list-style-type: none"> <li>any assumptions, caveats and/or risks and mitigations related to the delivery of the services detailed in the specification</li> <li>how flexibility will be maintained in the delivery model to meet DVSA's ongoing requirements in relation to the current business needs</li> </ul>	A Statement that addresses the Authority's required characteristics <b>Max 2 sides of A4 (minimum font size Arial 10)</b>	16%

		<b>Quality Assurance Governance and Processes</b>	<p>The proposed methodology of your quality assurance methods for delivering the training, to include:</p> <ul style="list-style-type: none"> <li>• detail of quality assurance governance and processes</li> <li>• how the governance and processes enable quality assurance to be a visible and an integral part of service delivery</li> </ul>	<p>A Method Statement that addresses the Authority's required characteristics  <b>Max 1 side of A4 (minimum font size Arial 10)</b></p>	<b>16%</b>
<b>Implementation and delivery</b>	<b>16%</b>	<b>Implementation &amp; mobilisation</b>	<p>The proposed methodology for implementation and mobilisation of delivery of the services, to include:</p> <ul style="list-style-type: none"> <li>• the feasibility of implementation</li> <li>• any areas of implementation and mobilisation from previous experience which would be classed as critical points</li> <li>• ways in which any risk of delay/error can be minimised to enable a smooth transition</li> </ul>	<p>A Method Statement that addresses the Authority's required characteristics  <b>Max 1 side of A4 (minimum font size Arial 10)</b></p>	<b>16%</b>
<b>Resources and capabilities</b>	<b>10%</b>	<b>Key personnel</b>	<p>Supplier to evidence the necessary skills, expertise, qualifications, and capacity of the proposed team required to deliver Intensive Driver Training.</p> <p>This should include a personal statement for the key personnel involved in this contract including who will be delivering this training with examples of previous role experience</p>	<p>A short personal statement for the key personnel and for each trainer who will be providing the training  <b>Max 1 side of A4 per trainer/key personnel (Minimum font size Arial 10)</b></p>	<b>10%</b>



<b>Social Value</b>	<b>14%</b>	<b>Supporting employment opportunities and skills development</b>	<p>How will your organisation support educational attainment relevant to the contract for your staff and/or community?</p> <p>This could include training schemes, workshops and other employment opportunities that address skills gaps</p>	<p>Describe the commitment your organisation will make</p> <p><b>Max 1 sides of A4 (minimum font size Arial 10)</b></p>	<b>14%</b>
<b>Total Weighting (Quality)</b>					<b>100%</b>

## Annex 2 – Schedule of Processing, Personal Data & Data Subjects

This Schedule shall be completed by the Controller. The Controller may take account of the view of the Processor(s), however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:  
The DPO is XXXXXX redacted under FOIA section 40 from the Department for Transport, D/04 AHH, Ashdown House, Sedlescombe Road North, St Leonards on Sea, TN37 7GA  
  
The Representative of the DPO at DVSA is the Data Protection Manager, XXXXXX redacted under FOIA section 40, The Axis Building, 112 Upper Parliament Street, Nottingham, NG1 6LP.
2. The contact details of the Processor's Data Protection Officer are: XXXXXX redacted under FOIA section 40.
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 Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E1.1.
Subject matter of the processing	In delivery of the Services, it is expected that the Supplier will require access to personal data controlled by the Authority.
Duration of the processing	As required throughout the Contract Period, 31/03/2022 – 30/03/2025 plus any extension periods, if extended.
Nature and purposes of the processing	<p>The nature of the processing is expected to include:</p> <ul style="list-style-type: none"><li>• Collection - as part of the registration</li><li>• Recording - details on Processor database</li><li>• Storage – on Processor's own network</li><li>• Destroyed</li></ul> <p>The purpose of the processing is for the training of the Controller's staff</p>

Type of Personal Data being Processed	Type of Personal data is expected to include; name, phone numbers, e-mail address and driving licence information.
Categories of Data Subject	Categories of Data Subject are expected to include: Staff (including volunteers, agents, and temporary workers).
<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>	In accordance with Clause E.1.4(e) the Contractor shall – at the written direction of the Controller – delete or return all Personal Data (and any copies of it) upon Termination, evidencing electronic deletion if necessary.