SCHEDULE 4 TO TERMS AND CONDITIONS, APPENDIX 1 - SECURITY ASPECT LETTER

Mrs Jaynie Davies
Director Leidos Supply Ltd

8 Monarch Court,
The Brooms,
Emersons Green,
Bristol,
BS16 7FH

Tel:
E-mail:

[Contractor Address]

Your Reference:

Our Reference:

Date:

Dear Sirs

LSL/DC/0135

Security Aspects Letter for *The Supply of Fitness Trainers* contract award

1. On behalf of Leidos Supply Ltd, I hereby give you notice that the above contract will operate within HMG OFFICIAL tier. The following documents can all be found on www.gov.uk and are to be consulted to ensure compliance with the security policy referred to in the Security Schedule.

HMG Security Policy Framework	https://www.gov.uk/government/publications/security-policy-framework
HMG Security Classifications	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/715778/May-2018_Government-Security-Classifications-2.pdf
HMG Working with OFFICIAL Information	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/709004/May-2018_Working-with-OFFICIAL.PDF
HMG Managing Information Risk at OFFICIAL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286667/FAQ2_-_Managing_Information_Risk_at_OFFICIAL_v2_-_March_2014.pdf
HMG Personnel Security Controls	https://www.gov.uk/government/publications/hmg-personnel-security-controls

2. Some OFFICIAL information associated with this contract may warrant additional protective measures. For example, this might be due to the aggregation of data or the holding of personnel details. Commercial information such as pricing and T&Cs is included in this category. Handling Instructions should be used to limit the distribution of such information and to provide guidance to the recipients to aid their understanding of the sensitivities of the information that they are receiving.

3. Please confirm within 7 working day of receipt that:

   a. This definition of the OFFICIAL Matter of the above contract has been brought to the attention of the person directly responsible for the security of this contract.

   b. You have access to the Security Policy Framework and other security requirements/measures provided and that measures can, and will, be taken to safeguard the OFFICIAL Matter.

4. If you have any difficulty in either interpreting the definition of the OFFICIAL Matter or in safeguarding it will you please let me know immediately.

Yours faithfully

Jaynie Davies
Director Leidos Supply Ltd

Acknowledged and agreed by

Commodity Supplier Signature