RM971 NON MEDICAL NON CLINICAL

PART 1 – TEMPLATE ORDER FORM

ORDER FORM

THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971

FROM: Department for Business, Energy & Industrial Strategy

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	REDACTED
INVOICE ADDRESS(If different)	
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: e-mail: REDACTED
ORDER NUMBER	CS19245
ORDER DATE	19/07/2019

TO: Allen Lane Limited

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	REDACTED
ACCOUNT MANAGER	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED

PART 1: SERVICE REQUIREMENT

PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:

RM971 LOT:	Lot 4
ADDITIONAL REQUIREMENTS:	*Not applicable*

PART 1.2: ANCIPATED DURATION OF CONTRACT 1 calendar month

PART 1.3: MILESTONES AND KEY DELIVERABLES

none

	Pre-AWR	Post-AWR
Pay to Worker(s)	REDACTED	REDACTED
Total Charge	REDACTED	REDACTED

PART 1.4: CHARGES PAYABLE BY CUSTOMER:
It is the viewpoint of the contracting authority that the candidates below are in scope of the intermediaries legislation (IR35). All workers are subject to 5 working days' notice period.

Name	Start Date	Rate	Total Charge for REDACTED days)
REDACTED	01/07/019	REDACTED	£12,901.16
Total Charge (Ex. VAT)			£12,901.16

	Pre-AWR	Post-AWR

Pay to Worker(s)	REDACTED	REDACTED
Total Charge	REDACTED	REDACTED
DISCOUNTS APPLICABLE:	*None*	

PART 1.5: ACCEPTANCE PRIOR TO PAYMENT

None

PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS

As per NMNC terms and conditions

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS

PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable
PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	Not Applicable

PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES

PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	REDACTED
PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	None

PART 5: CONFIDENTIAL INFORMATION

PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	None

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements)] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED

Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:

   Data Protection Officer

   Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET, REDACTED

2. The contract details of the Suppliers Data Protection Officer is:

   Allen Lane Limited REDACTED, REDACTED, REDACTED,

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.

Contract Reference:	CS19245
Date:	19/07/2019
Description of Authorised Processing	**Details**
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.

Nature and purposes of the processing	The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means. Processing takes place for the purposes of: • Pre-employment checking The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role

	Job application details
	Start date
	End date & reason for termination
	Contract type
	Compensation data
	Photographic Facial Image
	Biometric data
	Birth certificates
	IP Address
	Details of physical and psychological health or medical condition
	Next of kin & emergency contact details
	Record of absence, time tracking & annual leave
Categories of Data Subject	Agency worker/s of the contracting authority as engaged by the supplier. Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.