

	<p>Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to</p> <p>████████████████████</p> <p>between 09:00-17:00 Monday to Friday.</p>		
<p>11. Buyer Authorised Representative(s)</p>	<p>For general liaison your contact will continue to be</p> <p>████████████████████</p> <p>or, in their absence,</p> <p>████████████████████</p>		
<p>12. Address for notices</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Buyer:</p> <p>The Secretary of State for Health and Social Care 39 Victoria St, Westminster, London SW1H 0EU</p> <p>Attention: ██████████</p> <p>Email: ██████████</p> </td> <td style="vertical-align: top;"> <p>Supplier:</p> <p>SCS Logistics Ltd, 4 Penrod Way, Heysham, Lancashire, LA3 2UZ</p> <p>Attention: ██████████</p> <p>Email: ██████████</p> </td> </tr> </table>	<p>Buyer:</p> <p>The Secretary of State for Health and Social Care 39 Victoria St, Westminster, London SW1H 0EU</p> <p>Attention: ██████████</p> <p>Email: ██████████</p>	<p>Supplier:</p> <p>SCS Logistics Ltd, 4 Penrod Way, Heysham, Lancashire, LA3 2UZ</p> <p>Attention: ██████████</p> <p>Email: ██████████</p>
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<p>13. Key Personnel</p>	<p>Supplier:</p> <p>SCS Logistics Ltd, 4 Penrod Way, Heysham, Lancashire, LA3 2UZ</p> <p>Attention: ██████████</p> <p>Email: ██████████</p>		
<p>14. Procedures and Policies</p>	<p>For the purposes of the Contract, Supplier shall be required to comply with the Buyer's policies relating to Data Security Requirements, Staff Vetting Procedures, Equality and Diversity Policy and its Environmental Policy.</p> <p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Services has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a</p>		

	Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.
15. Approved Subcontractors	<p>The Buyer consents to the following Subcontractors engaged by the Supplier:</p> <p>The <i>Pallet</i> Network Limited (Company Number 03868401) whose registered office is at Prologis Park Midpoint, Midpoint Way, Minworth, Sutton Coldfield, West Midlands B76 9EH</p>
16. Required Insurances	<p>The Supplier shall hold the following standard insurance cover from the Start Date in accordance with the Contract and shall comply with the relevant insurance regulations and terms:</p> <ol style="list-style-type: none"> 1. Public liability insurance with cover (for a single event or a series of related events and in the aggregate of not less than [REDACTED]) 2. Employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than [REDACTED] 3. In respect of each Consignment, goods in transit insurance with cover (for a single event or a series of related events and in the aggregate) of not less than the value of the Products in that Consignment, such value to be notified by the Buyer to the Supplier prior to collection of the relevant Consignment. 4. Motor insurance as required by Law.

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: [REDACTED]	Name: [REDACTED]
Job Title: [REDACTED]	Job Title: [REDACTED]
Date: 5.8.2021	Date: 09.09.2021
Signatur [REDACTED]	Signature: [REDACTED]

Annex 1 – Authorised Processing Template

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> • Business contact details of Supplier Personnel for which the Supplier is the Controller. • Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority's duties under the Contract) for which the Relevant Authority is the Controller.
Duration of the Processing	The Contract Period.
Nature and purposes of the Processing	<p>The nature of the Processing may include any operation such as collection, recording, organisation, structuring, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means).</p> <p>The purpose is for undertaking day to day management and performance of obligations under the Contract.</p>
Type of Personal Data	<p>Personal details of each Party's Personnel engaged in the performance of obligations and day to day management of the Contract:</p> <ul style="list-style-type: none"> • Full name • Job title • Organisation name • Business/workplace address • Business/workplace email address • Business/workplace telephone/mobile number(s)
Categories of Data Subject	Personnel data of the Parties involved in the performance of obligations and day to day management of the Contract.
Privacy Notices	<p>NHS England: https://www.england.nhs.uk/contact-us/privacy-notice/ T&T/JBC: PN Test and Trace: overarching privacy notice - GOV.UK (www.gov.uk)</p>
Lawful grounds/basis for sharing the data	<p>Requirement to share data with Supplier for service to be performed.</p> <p>Legal Basis under the General Data Protection Regulation (UK GDPR)</p>

	<p>UK GDPR Article 6 (1) (b)- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;</p> <p>UK GDPR Article 6 (1) (e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</p> <p>UK GDPR Article 9 (2) (i) -processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;</p> <p>Data Protection Act Schedule 1, Part 1 (3) 'public health'</p>
Data Transfer	UK. No DPIA required.
File type	Email
Transfer mechanism	Via email
Sub-Processors	None
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	<p>Personal Data should be retained by the Supplier for no longer than seven (7) years after the duration of the processing outlined above has ceased and shall be processed in accordance with the DHSC Privacy Notice.</p> <p>All Buyer data and any copies held by the Supplier must be securely erased once the Processing is complete, unless the Supplier is required by law to retain it.</p>

Annex 2 – Specification Ad Hoc Haulier/Courier Transport of Consumables

Statement of Requirements

Contract Reference: CCR810

Logistics Provision

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1.0 PURPOSE

- 1.1 Department of Health & Social Care (**the Contracting Authority**) is seeking to establish an agreement for the provision of stock transport to and from Laboratories and Storage Facilities.

2.0 BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Department of Health & Social Care are responsible for delivering the Test & Trace programme as part of the UK's Covid-19 response.

3.0 BACKGROUND AND OVERVIEW OF REQUIREMENT

- 3.1 The current Covid Testing function is that certain Labs are being decommissioned, and stock must be transferred between Labs and also back to Storage Facilities for repurposing.
- 3.2 There are also items of stock that have been provided to Labs as part of superseded workflows, and as such needs to be removed from Lab storage to allow space.
- 3.3 The Repurposing and Testing programmes require ad-hoc haulier/courier services to collect, transport, and deliver excess stock and decommissioned items from various locations throughout England, Scotland and Wales.

4.0 DETAILED REQUIREMENTS

- 4.1 The Scope of the Requirement covers the provision of goods transport/transfer and associated ancillary services.
- 4.2 The Supplier is required to provide a flexible, on-demand service.
- 4.3 The Supplier will action and complete transportations within [REDACTED] of instruction by the Buyer.
- 4.4 For requests made before [REDACTED] a Working Day by the Contracting Authority, the Supplier will collect the consignment on the next working day.
- 4.5 Delivery to the destination will be completed within [REDACTED] of collection from the origin.
- 4.6 Request for Proposal**
- 4.6.1 The Supplier is requested to provide a proposal for pallet/case/box transportation as requested, on each occasion, by the Contracting Authority.
- 4.6.2 The Supplier shall have the ability to prioritise the request by the Contracting Authority over other traffic within the Supplier's network.
- 4.7 Collection of Items for Delivery**

- 4.7.1 In accordance with Paragraph 4.6 above, the Supplier shall collect the stock, equipment, consumables requiring transportation (Delivery Items) from the collection point requested by the Contracting Authority.
- 4.7.2 The Supplier shall collect Delivery Items in a range of sizes as specified by the Contracting Authority.
- 4.7.3 Depending on the Delivery Items requiring transport, the Supplier will provide the necessary mode of transport;
- 4.7.4 A van will be required, at minimum, for the transport of consumables
- 4.7.5 If a pallet requires transportation, the Supplier shall provide a tail-lift trailer or vehicle, as appropriate and shall be responsible for loading the pallet onto the transport.

4.8 Transport and delivery of items

- 4.8.1 Following collection of the Delivery Items, the Supplier shall transport the Delivery Items to the requested destination.
- 4.8.2 The Supplier shall have the capability to fast-track delivery (within [REDACTED] request) of Delivery Items as requested by the Contracting Authority.
- 4.8.3 The Supplier shall have the ability to provide alternative routing options.
- 4.8.4 The Supplier shall have the ability to deliver [REDACTED] the requests agreed in accordance with Paragraph 4.6.
- 4.8.5 The Supplier must provide electronic/digital Proof of Delivery (POD) confirmation to the DHSC through an agreed system. The level of detail required for the proof of delivery to the laboratories shall be agreed between the Supplier and the DHSC at contract award.
- 4.8.6 The Supplier will provide assurance that all collections and deliveries have been completed in the agreed time frame and they have been received in good order and condition.

4.9 Handling of All Delivery Items

- 4.9.1 The Supplier shall meet all regulatory requirements and quality guidelines defined by DHSC or as required by law.
- 4.9.2 The Supplier shall comply with ISO 14001, Eco-Management and Audit Scheme (EMAS) or a nationally recognised accredited equivalent standard applicable to the relevant Goods and/or Services.

4.10 Undelivered Items

- 4.10.1 The Supplier shall have a robust process in place for dealing with items which have not been delivered successfully. Proof of Delivery (PoD) must be provided with invoice.
- 4.10.2 If delivery is refused or fails, the Supplier shall notify DHSC immediately in order to attempt to re-deliver or divert to another delivery point.
- 4.10.3 Under no circumstances should an undelivered item be destroyed without the prior written consent of DHSC.

5.0 INCIDENT MANAGEMENT, RISK MANAGEMENT, QUALITY CONTROL AND PROCEDURES

- 5.1 The Supplier shall agree an incident management process and procedure aligned to DHSC's requirements for the reporting and managing of all issues that arise during the performance of the Services.
- 5.2 The Supplier will provide assurance that all collections and deliveries have been completed in the agreed time frame and they have been received in good order and condition.

6.0 SECURITY POLICY

- 6.1 The Supplier will have in place a proportionate and considered protective security plan that effectively protects each aspect of the Services.
- 6.2 The Supplier shall provide evidence and assurance of its processes and standards that apply to the transportation and handling of goods and the storage of information.
- 6.3 Where applicable, the Supplier shall adhere to appropriate statutory and legal requirements and industry standards.
- 6.4 The Supplier shall ensure the appropriate level of vetting for staff who have access to DHSC's assets and sites.
- 6.5 In the event the Supplier Sub-Contracts any element of the Services, the Supplier shall procure that the Subcontractor shall comply with this security policy.

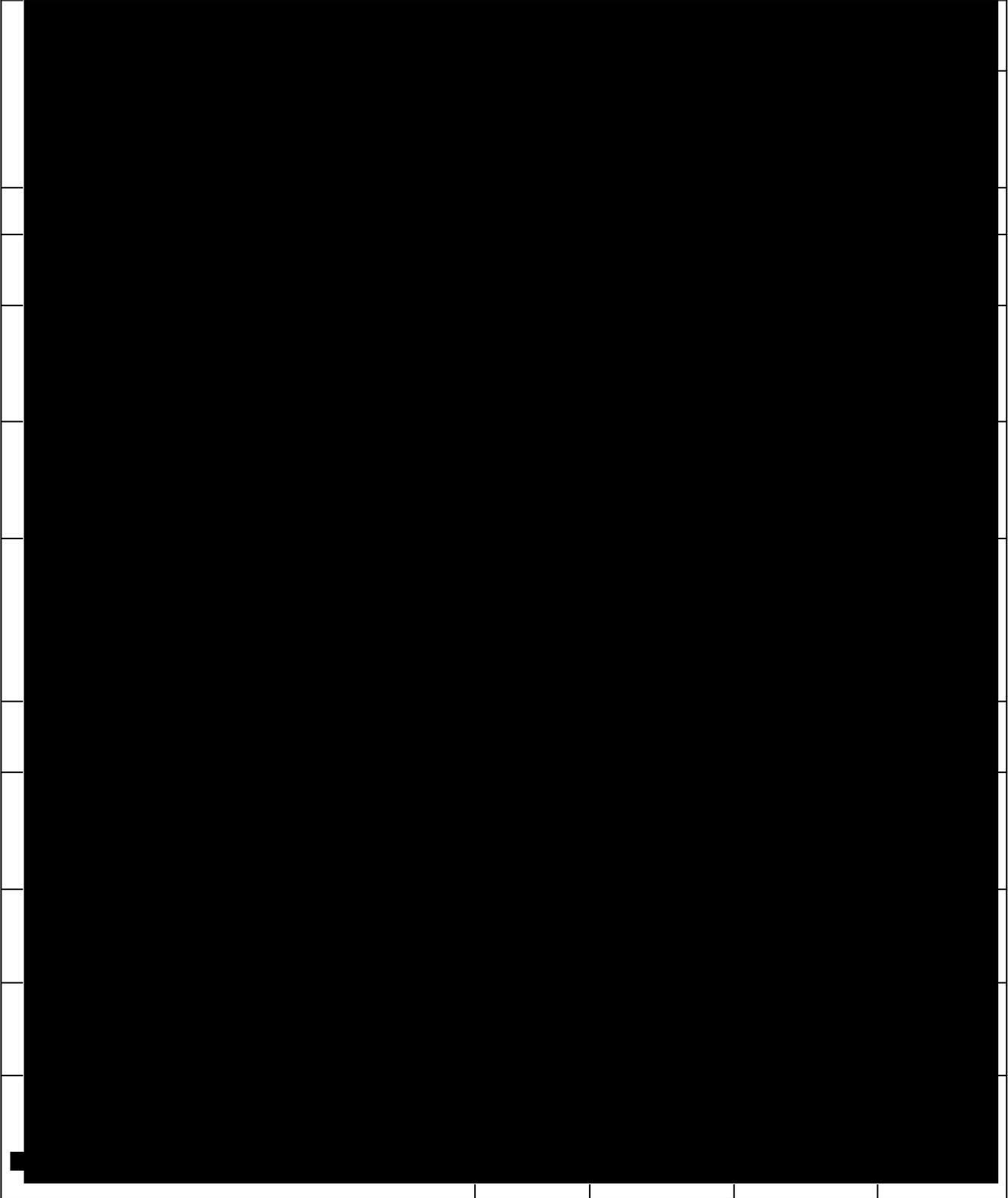
7.0 COMPLIANCE WITH TRANSPORT REGULATIONS

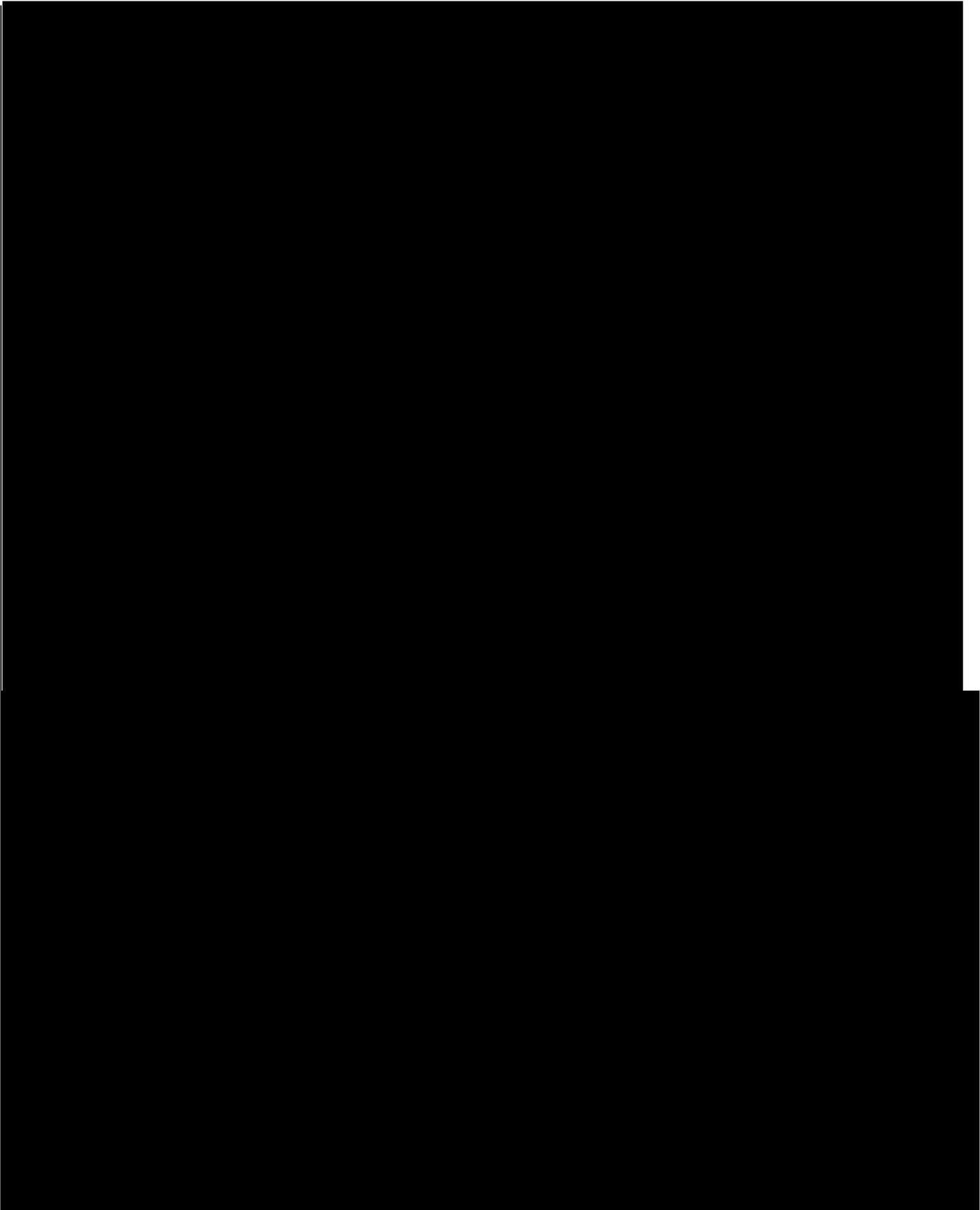
- 7.1 The Supplier shall ensure that all vehicles used in the transportation of the Delivery Items, including any used by any Sub-Contractors comply with current UK and EU transport Laws and regulations.
- 7.2 The Supplier is required to ensure its vehicles or vehicles used in the delivery and performance of the Contract comply with the relevant transport regulations, including but not limited to:
 - 7.2.1 <https://www.gov.uk/government/collections/vehicle-safety-and-maintenance-guides>;

- 7.2.2 Vehicle Excise and Registration Act 1994 (VERA);
 - 7.2.3 Standard International Operator's Licence (This applies to all vehicles with a gross vehicle weight rating above 3.5 tonnes.);
 - 7.2.4 Certificate of Professional Competence (CPC);
 - 7.2.5 Community Licences and road haulage permits (allow drivers to use a single permit for trips between all EU Member states. The licence also allows transit traffic through EU member states and to and from non-member countries. Community Licences also allow cabotage, i.e. journeys entirely within one other EU Member).
- 7.3** The Supplier shall, on recruitment and then at least twice a year thereafter check all drivers' licences directly against the Department for Transport (DVLA) record with a maximum interval of 6 months between checks.
- 7.4** The Supplier shall ensure that all contracts of employment require drivers to provide notification within 24 hours of conviction of any motoring offence, or of any other offence affecting their suitability to drive or the diagnosis of any medical condition which could affect their suitability to drive. The Supplier shall maintain a register of such notifications or endorsement details and a copy of the driver's licence record shall be held on its files.
- 7.5** The Supplier shall certify within three months of recruitment and then at least every twelve (12) Months thereafter, that all drivers complete and pass a recognised test to measure their understanding of the EU drivers' hours' regulations. The Supplier shall ensure that any serious shortcomings are rectified within 30-days of a test failure by advice, tuition and re-testing as appropriate.
- 7.6** The Supplier shall certify on permanent appointment of a driver and then at least every twelve (12) Months thereafter, that all managers and supervisors, responsible for drivers complete and pass a test to measure their understanding of road transport law including EU drivers' hour's regulations. Any serious shortcomings must be rectified by advice, tuition and re-testing as appropriate, within 30-days of a test failure.
- 7.7** The Supplier shall hold and produce evidence of a valid operator's licence and insurances (vehicle, public liability and employer's liability).

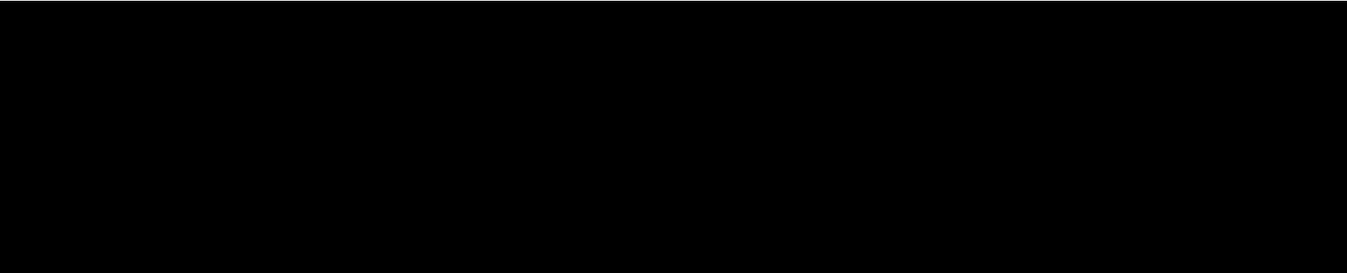
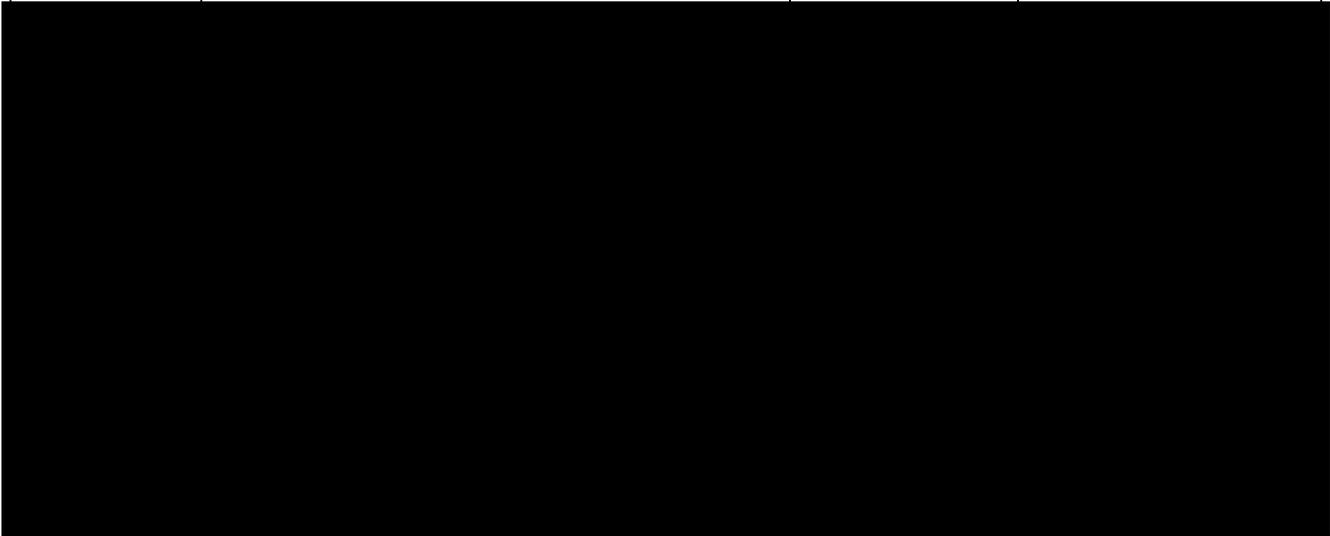
8.0 QUALITY STANDARDS

- 8.1** The Supplier must ensure that all insurances and Health and Safety policies are compliant with the relevant ISO and industrial standards.





	OFFSHORE DELIVERY TARRIFF – EEC delivery only
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Short form Terms

1. Definitions used in the Contract

In this Contract, unless the context otherwise requires, the following words shall have the following meanings:

"Buyer"	means the person identified in the letterhead of the Order Form;
"Buyer Cause"	any breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier;
"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: a) Government Department; b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); c) Non-Ministerial Department; or d) Executive Agency;
"Change Law"	in means any change in Law which impacts on the supply of the Services (including taxation or duties of any sort affecting the Supplier) which comes into force after the start date of the Contract set out in the Order Form;
"Charges"	means the charges for the Services as specified in the Order Form;
"Collection Point"	the location for collection of the Products for Delivery by the Supplier as specified in the Delivery Instruction;
"Confidential Information"	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
"Consents"	all permissions, consents, approvals, certificates, permits, licences, agreements and authorities (whether statutory, regulatory, contractual or otherwise) necessary for the provision of the Services on the terms of the Contract;
"Consignee"	the person to whom the Buyer instructs the Supplier to deliver

	a Consignment;
"Consignment"	any consignment of Products that are the subject of a Delivery Instruction;
"Contract"	means the contract between (i) the Buyer and (ii) the Supplier which is created by the Supplier's counter signing the Order Form and includes the Order Form and Annexes;
"Controller"	has the meaning given to it in the GDPR;
"Date of Delivery"	means that date by which the Services must be delivered to the Buyer, as specified in the Delivery Instruction;
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
"Data Subject Access Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"Deliver"	means hand over of a Consignment to the Buyer (or the Consignee) at the address and on the date specified in the Delivery Instruction, which shall include unloading and any other specific arrangements agreed in accordance with the Specification. Delivered and Delivery shall be construed accordingly;
"Delivery Instruction"	a written instruction from the Buyer to the Supplier to deliver Products to the Buyer or the Consignee;
"Delivery Point"	the location for Delivery specified in the Delivery Instruction;
"Delivery Time"	the time for Delivery specified in the Delivery Instruction;

"Existing IPR"	any and all intellectual property rights that are owned by or licensed to either Party and which have been developed independently of the Contract (whether prior to the date of the Contract or otherwise);
"Exit Day"	has the meaning in the European Union (Withdrawal) Act 2018;
"Expiry Date"	means the date for expiry of the Contract as set out in the Order Form;
"FOIA"	means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
"Force Majeure Event"	any event, occurrence, circumstance, matter or cause affecting the performance by either Party of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control which prevent or materially delay it from performing its obligations under the Contract but excluding: i) any industrial dispute relating to the Supplier, the Supplier Staff (including any subsets of them) or any other failure in the Supplier or the Subcontractor's supply chain; ii) any event, occurrence, circumstance, matter or cause which is attributable to the wilful act, neglect or failure to take reasonable precautions against it by the Party concerned; iii) any failure of delay caused by a lack of funds; iv) any event or other consequence arising as a result of or in connection with the withdrawal of the United Kingdom from the European Union; and v) any event or other consequence arising as a result of or in connection with the COVID-19 pandemic except for circumstances caused by or related to the COVID-19 pandemic which are changes in applicable Law and/or governmental guidance which mean that the Services cannot be provided as set out in the Contract (in all material respects) without such Laws and/or government guidance being breached, or if the Supplier can reasonably demonstrate that despite all reasonable endeavours, it is unable to secure non-COVID-19 infected personnel to provide the Services due to the levels of COVID-19 infections in the population of the United Kingdom.
"GDPR"	the General Data Protection Regulation (Regulation (EU) 2016/679);
"Good Industry Practice"	standards, practices, methods and procedures conforming to the law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector;
"Government Data"	a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Buyer's confidential information, and which:

	<ul style="list-style-type: none"> i) are supplied to the Supplier by or on behalf of the Buyer; or ii) the Supplier is required to generate, process, store or transmit pursuant to the Contract; or
	b) any Personal Data for which the Buyer is the Data Controller;
"Information"	has the meaning given under section 84 of the FOIA;
"Information Commissioner"	the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;
"Insolvency Event"	in respect of a person: <ul style="list-style-type: none"> a) if that person is insolvent; b) if an order is made or a resolution is passed for the winding up of the person (other than voluntarily for the purpose of solvent amalgamation or reconstruction); c) if an administrator or administrative receiver is appointed in respect of the whole or any part of the persons assets or business; d) if the person makes any composition with its creditors or takes or suffers any similar or analogous action to any of the actions detailed in this definition as a result of debt in any jurisdiction;
"Key Personnel"	means any persons specified as such in the Order Form or otherwise notified as such by the Buyer to the Supplier in writing;
"Law"	means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, byelaw, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Supplier is bound to comply;
"LED"	Law Enforcement Directive (Directive (EU) 2016/680);
"New IPR"	all and intellectual property rights in any materials created or developed by or on behalf of the Supplier pursuant to the Contract but shall not include the Supplier's Existing IPR;
"Order Form"	means the letter from the Buyer to the Supplier printed above these terms and conditions;
"Party"	the Supplier or the Buyer (as appropriate) and "Parties" shall mean both of them;

"Personal Data"	has the meaning given to it in the GDPR;
"Personal Data Breach"	has the meaning given to it in the GDPR;
"Processor"	has the meaning given to it in the GDPR;
"Product"	any goods or products of the Buyer (as more particularly described in the Specification) collected by the Supplier for subsequent Delivery;
"Purchase Order Number"	means the Buyer's unique number relating to the order for Services to be supplied by the Supplier to the Buyer in accordance with the terms of the Contract;
"Regulations"	the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires) as amended from time to time;
"Request for Information"	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term "request" shall apply);
"Services"	means the carriage services to be supplied by the Supplier to the Buyer in respect of the Products under the Contract the scope of which is more particularly set out in the Specification, including services which are incidental or ancillary to such services;
"Specification"	means the specification for the Services to be supplied by the Supplier to the Buyer (including as to quantity, description and quality) as specified in the Order Form and in Annex 2;
"Staff"	means all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Contract;
"Staff Vetting Procedures"	means vetting procedures that accord with good industry practice or, where applicable, the Buyer's procedures for the vetting of personnel as provided to the Supplier from time to time;
"Subprocessor"	any third Party appointed to process Personal Data on behalf of the Supplier related to the Contract;
"Supplier Staff"	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Subcontractor engaged in the performance of the Supplier's obligations under the Contract;
"Supplier"	means the person named as Supplier in the Order Form;
"Term"	means the period from the start date of the Contract set out in

the Order Form to the Expiry Date as such period may be extended or terminated in accordance with the terms and conditions of the Contract;

- "US-EU Privacy Shield Register"** a list of companies maintained by the United States of America Department for Commerce that have self-certified their commitment to adhere to the European legislation relating to the processing of personal data to non-EU countries which is available online at: <https://www.privacyshield.gov/list>;
- "VAT"** means value added tax in accordance with the provisions of the Value Added Tax Act 1994;
- "Workers"** any one of the Supplier Staff which the Buyer, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) (<https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees>) applies in respect of the Services;
- "Working Day"** means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

2. Understanding the Contract

In the Contract, unless the context otherwise requires:

- 2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 2.3 the headings in this Contract are for information only and do not affect the interpretation of the Contract;
- 2.4 references to "writing" include printing, display on a screen and electronic transmission and other modes of representing or reproducing words in a visible form;
- 2.5 the singular includes the plural and vice versa;
- 2.6 a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time and to any legislation or byelaw made under that law;
- 2.7 the word 'including', "for example" and similar words shall be understood as if they were immediately followed by the words "without limitation"; and
- 2.8 Any reference in this Contract which immediately before Exit Day was a reference to (as it has effect from time to time):
 - (a) any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("**EU References**") which is to form part of domestic law by

application of section 3 of the European Union (Withdrawal) Act 2018 shall be read on and after Exit Day as a reference to the EU References as they form part of domestic law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and

- (b) any EU institution or EU authority or other such EU body shall be read on and after Exit Day as a reference to the UK institution, authority or body to which its functions were transferred.

3. How the Contract works

- 3.1 The Order Form is an offer by the Buyer to purchase the Services subject to and in accordance with the terms and conditions of the Contract.
- 3.2 The Supplier is deemed to accept the offer in the Order Form when the Buyer receives a copy of the Order Form signed by the Supplier.
- 3.3 The Supplier warrants and represents that its tender and all statements made and documents submitted as part of the procurement of Services are and remain true and accurate.

4. What needs to be delivered

4.1 All Services

- (a) The Supplier must provide Services : (i) in accordance with the Specification; (ii) to a professional standard; (iii) using reasonable skill and care; (iv) using Good Industry Practice; (v) using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract; (vi) on the dates agreed; (vii) in compliance with all reasonable instructions in writing which the Buyer may give the Supplier concerning the Products (including but not limited to details of any special precautions for storage, handling or carriage of the Products, required by the nature, weight or condition of the Products or by any Law); and (viii) that comply with all Law.

4.2 Not used

4.3 Services clauses

- (a) Late delivery of the Services will be a default of the Contract.
- (b) The Supplier must co-operate with the Buyer and third party suppliers on all aspects connected with the delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions including any security and health and safety requirements.
- (c) The Buyer must provide the Supplier with reasonable access to its premises at reasonable times for the purpose of supplying the Services.
- (d) The Supplier must at its own risk and expense provide all equipment required to deliver the Services. Any equipment provided by the Buyer to the Supplier

for supplying the Services remains the property of the Buyer and is to be returned to the Buyer on expiry or termination of the Contract.

- (e) The Supplier must allocate sufficient resources and appropriate expertise to the Contract.
- (f) The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.
- (g) On completion of the Services, the Supplier is responsible for leaving the Buyer's premises in a clean, safe and tidy condition and making good any damage that it has caused to the Buyer's premises or property, other than fair wear and tear.
- (h) The Supplier must ensure all Services, and anything used to deliver the Services, are of good quality and free from defects.
- (i) The Buyer is entitled to withhold payment for partially or undelivered Services, but doing so does not stop it from using its other rights under the Contract.
- (j) The Supplier shall at all times:
 - (i) keep the Products safe, dry and secure;
 - (ii) keep and maintain the Products in good condition and in accordance with the Buyer's written instructions from time to time (including those set out in the Specification) and shall not dispose of or use the Products other than in accordance with the Buyer's written instructions or authorisation.
 - (iii) be responsible for the Products from the point of loading at the Collection Point to completion of unloading at the Delivery Point.
 - (iv) ensure that no third party shall be able to access the Products while in the custody or under the control of the Supplier;
 - (v) ensure the traceability of all Products while in the custody or under the control of the Supplier;
 - (vi) do nothing to prejudice the Buyer's title or rights to the Products;
 - (vii) obtain, maintain and comply with all Consents;
 - (viii) effect Delivery of the each Consignment in accordance with the applicable Delivery Instruction;
 - (ix) acknowledge receipt of the Delivery Instruction within the time period set out in the Specification;
 - (x) carry the Products by truck, ensuring that each Consignment is securely packed, stowed and labelled and kept sperate from other third party products; and

- (xi) ensure that the trucks used to carry the Products are in good condition and that the Products are covered and protected against all transport-related risk of loss or damage.
- (k) The Products shall remain at the Supplier's risk until their Delivery into the possession of any of:
 - (i) the Buyer or the Buyer's agent or Consignee;
 - (ii) the Buyer's end delivery points as specified in the Specification, in each case as evidenced by written receipt.
- (l) The Supplier shall be liable for:
 - (i) unaccountable losses of Products while in its custody or under its control; and
 - (ii) ascertainable losses, destruction of or damage to the Products due to the Supplier's negligence or wilful acts, omissions and default, including theft, misappropriation or damage caused by the Supplier, its employees, agents or representatives while the Products are in the custody or under the control of the Supplier.
- (m) The Supplier agrees to waive any lien (whether a general lien or a particular lien and howsoever arising) over any Products, including whilst being stored or transported by the Supplier.

5. Pricing and payments

- 5.1 In exchange for the Services , the Supplier shall be entitled to invoice the Buyer for the charges in the Order Form. The Supplier shall raise invoices promptly and in any event within 90 days from when the charges are due.
- 5.2 All Charges:
 - (a) exclude VAT, which is payable on provision of a valid VAT invoice;
 - (b) include all costs connected with the supply of Services .
- 5.3 The Buyer must pay the Supplier the charges within [REDACTED] of receipt by the Buyer of a valid, undisputed invoice, in cleared funds to the Supplier's account stated in the Order Form.
- 5.4 A Supplier invoice is only valid if it:
 - (a) includes all appropriate references including the Purchase Order Number and other details reasonably requested by the Buyer;
 - (b) includes a detailed breakdown of Services which have been delivered (if any).
- 5.5 If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the provision of the Services unless the Supplier is entitled to terminate the Contract for a failure to pay

undisputed sums in accordance with clause 11.6. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 34.

- 5.6 The Buyer may retain or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.
- 5.7 The Supplier must ensure that all subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this doesn't happen, the Buyer can publish the details of the late payment or non-payment.

6. The Buyer's obligations to the Supplier

- 6.1 If the Supplier fails to comply with the Contract as a result of a Buyer Cause:
 - (a) the Buyer cannot terminate the Contract under clause 11;
 - (b) the Supplier is entitled to reasonable and proven additional expenses and to relief from liability under this Contract;
 - (c) the Supplier is entitled to additional time needed to deliver the Services ;
 - (d) the Supplier cannot suspend the ongoing supply of Services .
- 6.2 Clause 6.1 only applies if the Supplier:
 - (a) gives notice to the Buyer within 10 Working Days of becoming aware;
 - (b) demonstrates that the failure only happened because of the Buyer Cause;
 - (c) mitigated the impact of the Buyer Cause.

7. Record keeping and reporting

- 7.1 The Supplier must ensure that suitably qualified representatives attend progress meetings with the Buyer and provide progress reports when specified in the Order Form.
- 7.2 The Supplier must keep and maintain full and accurate records and accounts on everything to do with the Contract for seven years after the date of expiry or termination of the Contract.
- 7.3 The Supplier must allow any auditor appointed by the Buyer access to their premises to verify all contract accounts and records of everything to do with the Contract and provide copies for the audit.
- 7.4 The Supplier must provide information to the auditor and reasonable co-operation at their request.
- 7.5 If the Supplier is not providing any of the Services , or is unable to provide them, it must immediately:
 - (a) tell the Buyer and give reasons;

- (b) propose corrective action;
- (c) provide a deadline for completing the corrective action.

7.6 If the Buyer, acting reasonably, is concerned as to the financial stability of the Supplier such that it may impact on the continued performance of the Contract then the Buyer may:

- (a) require that the Supplier provide to the Buyer (for its approval) a plan setting out how the Supplier will ensure continued performance of the Contract and the Supplier will make changes to such plan as reasonably required by the Buyer and once it is agreed then the Supplier shall act in accordance with such plan and report to the Buyer on demand
- (b) if the Supplier fails to provide a plan or fails to agree any changes which are requested by the Buyer or fails to implement or provide updates on progress with the plan, terminate the Contract immediately for material breach (or on such date as the Buyer notifies).

8. Supplier staff

8.1 The Supplier Staff involved in the performance of the Contract must:

- (a) be appropriately experienced, trained and qualified and have the appropriate knowledge;
- (b) be vetted using Good Industry Practice and in accordance with the Staff Vetting Procedures;
- (c) comply with all conduct requirements when on the Buyer's premises and when carrying out the Services under the Contract.

8.2 Where a Buyer decides one of the Supplier's Staff isn't suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

8.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach clause 8.

8.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's premises and say why access is required.

8.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.

8.6 The Supplier shall use those persons nominated in the Order Form (if any) to provide the Services and shall not remove or replace any of them unless:

- (a) requested to do so by the Buyer (not to be unreasonably withheld or delayed);
- (b) the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or

- (c) the person's employment or contractual arrangement with the Supplier or any subcontractor is terminated for material breach of contract by the employee.

9. Rights and protection

9.1 The Supplier warrants and represents that:

- (a) it has full capacity and authority to enter into and to perform the Contract;
- (b) the Contract is executed by its authorised representative;
- (c) it is a legally valid and existing organisation incorporated in the place it was formed;
- (d) there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its affiliates that might affect its ability to perform the Contract;
- (e) it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- (f) it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- (g) it is not impacted by an Insolvency Event.

9.2 The warranties and representations in clause 9.1 are repeated each time the Supplier provides Services under the Contract.

9.3 The Supplier indemnifies the Buyer against each of the following:

- (a) wilful misconduct of the Supplier, any of its subcontractor and/or Supplier Staff that impacts the Contract;
- (b) non-payment by the Supplier of any tax or National Insurance.

9.4 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.

9.5 All third party warranties and indemnities covering the Services must be assigned for the Buyer's benefit by the Supplier.

10. Intellectual Property Rights (IPRs)

10.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it and its sub-licensees to both:

- (a) receive and use the Services ;
- (b) use the New IPR.

- 10.2 Any New IPR created under the Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs for the purpose of fulfilling its obligations under the Contract and a perpetual, royalty-free, non-exclusive licence to use any New IPRs.
- 10.3 Where a Party acquires ownership of intellectual property rights incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.
- 10.4 Neither Party has the right to use the other Party's intellectual property rights, including any use of the other Party's names, logos or trademarks, except as provided in clause 10 or otherwise agreed in writing.
- 10.5 If any claim is made against the Buyer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Services (an "**IPR Claim**"), then the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result of the IPR Claim.
- 10.6 If an IPR Claim is made or anticipated the Supplier must at its own expense and the Buyer's sole option, either:
- (a) obtain for the Buyer the rights in clauses 10.1 and 10.2 without infringing any third party intellectual property rights;
 - (b) replace or modify the relevant item with substitutes that don't infringe intellectual property rights without adversely affecting the functionality or performance of the Services .

11. Ending the contract

- 11.1 The Contract takes effect on the date of or (if different) the date specified in the Order Form and ends on the earlier of the date of expiry or termination of the Contract or earlier if required by Law.
- 11.2 The Buyer can extend the Contract where set out in the Order Form in accordance with the terms in the Order Form.

11.3 Ending the Contract without a reason

The Buyer has the right to terminate the Contract at any time without reason or liability by giving the Supplier not less than [REDACTED] notice and if it's terminated clause 11.5(b) to 11.5(g) applies.

11.4 When the Buyer can end the Contract

- (a) If any of the following events happen, the Buyer has the right to immediately terminate its Contract by issuing a termination notice in writing to the Supplier:
 - (i) there's a Supplier Insolvency Event;

- (ii) if the Supplier repeatedly breaches the Contract in a way to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Contract;
 - (iii) if the Supplier is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied;
 - (iv) there's a change of control (within the meaning of section 450 of the Corporation Tax Act 2010) of the Supplier which isn't pre-approved by the Buyer in writing;
 - (v) if the Buyer discovers that the Supplier was in one of the situations in 57(1) or 57(2) of the Regulations at the time the Contract was awarded;
 - (vi) the Court of Justice of the European Union uses Article 258 of the Treaty on the Functioning of the European Union (TFEU) to declare that the Contract should not have been awarded to the Supplier because of a serious breach of the TFEU or the Regulations;
 - (vii) the Supplier or its affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them.
- (b) If any of the events in 73(1) (a) to (c) of the Regulations (substantial modification, exclusion of the Supplier, procurement infringement) happen, the Buyer has the right to immediately terminate the Contract and clause 11.5(b) to 11.5(g) applies.

11.5 What happens if the Contract ends

Where the Buyer terminates the Contract under clause 11.4(a) all of the following apply:

- (a) the Supplier is responsible for the Buyer's reasonable costs of procuring replacement services for the rest of the term of the Contract;
- (b) the Buyer's payment obligations under the terminated Contract stop immediately;
- (c) accumulated rights of the Parties are not affected;
- (d) the Supplier must promptly delete or return the Government Data except where required to retain copies by law;
- (e) the Supplier must promptly return any of the Buyer's property provided under the Contract;
- (f) the Supplier must, at no cost to the Buyer, give all reasonable assistance to the Buyer and any incoming supplier and co-operate fully in the handover and re-procurement;
- (g) the following clauses survive the termination of the Contract: 3.2.10, 6, 7.2, 9, 11, 14, 15, 16, 17, 18, 34, 35 and any clauses which are expressly or by implication intended to continue.

11.6 When the Supplier can end the Contract

- (a) The Supplier can issue a reminder notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over [REDACTED] of the total Contract value [REDACTED] whichever is the lower, within [REDACTED] of the date of the reminder notice.
- (b) If a Supplier terminates the Contract under clause 11.6(a):
 - (i) the Buyer must promptly pay all outstanding charges incurred to the Supplier;
 - (ii) the Buyer must pay the Supplier reasonable committed and unavoidable losses as long as the Supplier provides a fully itemised and costed schedule with evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated;
 - (iii) clauses 11.5(d) to 11.5(g) apply.

11.7 Partially ending and suspending the Contract

- (a) Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of it. If the Buyer suspends the Contract it can provide the Services itself or buy them from a third party.
- (b) The Buyer can only partially terminate or suspend the Contract if the remaining parts of it can still be used to effectively deliver the intended purpose.
- (c) The Parties must agree (in accordance with clause 25) any necessary variation required by clause 11.7, but the Supplier may not either:
 - (i) reject the variation;
 - (ii) increase the Charges, except where the right to partial termination is under clause 11.3.
- (d) The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under clause 11.7.

12. How much you can be held responsible for

- 12.1 Each Party's total aggregate liability under or in connection with the Contract (whether in tort, contract or otherwise) is no more than [REDACTED] of the Charges paid or payable to the Supplier.
- 12.2 No Party is liable to the other for:
 - (a) any indirect losses;

- (b) loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).
- 12.3 In spite of clause 12.1, neither Party limits or excludes any of the following:
- (a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors;
 - (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees;
 - (c) any liability that cannot be excluded or limited by law.
- 12.4 In spite of clause 12.1, the Supplier does not limit or exclude its liability for any indemnity given under clauses 8.5, 9.3, 10.5, 13.2 or 31.2.
- 12.5 Each Party must use all reasonable endeavours to mitigate any loss or damage which it suffers under or in connection with the Contract, including any indemnities.
- 12.6 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own liabilities and the liabilities of the other Suppliers.
- 12.7 The Supplier's liabilities under this Contract shall not be deemed to be released or limited by the Supplier taking out the insurance policies referred to in clause 17.
- 12.8 The Supplier's limits of liability contained in Clause 12 shall not apply to the extent that the Supplier is entitled to recover any amounts from its insurers in respect of any liability owed to the Buyer.

13. Obeying the Law

- 13.1 The Supplier must, in connection with provision of the Services , use reasonable endeavours to:
- (a) comply and procure that its subcontractors comply with the Supplier Code of Conduct appearing at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf) and such other corporate social responsibility requirements as the Buyer may notify to the Supplier from time to time;
 - (b) support the Buyer in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010;
 - (c) not use nor allow its subcontractors to use modern slavery, child labour or inhumane treatment;
 - (d) meet the applicable Government Buying Standards applicable to Services which can be found online at:

- 13.2 The Supplier indemnifies the Buyer against any costs resulting from any default by the Supplier relating to any applicable Law to do with the Contract.
- 13.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, Clause 13.1 and Clauses 27 to 33.
- 13.4 "Compliance Officer" the person(s) appointed by the Supplier who is responsible for ensuring that the Supplier complies with its legal obligations;

14. Data protection

- 14.1 The Buyer is the Controller and the Supplier is the Processor for the purposes of the Data Protection Legislation.
- 14.2 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with this Contract.
- 14.3 The Supplier must not remove any ownership or security notices in or relating to the Government Data.
- 14.4 The Supplier must make accessible back-ups of all Government Data, stored in an agreed off-site location and send the Buyer copies every six Months.
- 14.5 The Supplier must ensure that any Supplier system holding any Government Data, including back-up data, is a secure system that complies with the security requirements specified in writing by the Buyer.
- 14.6 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.
- 14.7 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:
 - (a) tell the Supplier to restore or get restored Government Data as soon as practical but no later than five Working Days from the date that the Buyer receives notice, or the Supplier finds out about the issue, whichever is earlier;
 - (b) restore the Government Data itself or using a third party.
- 14.8 The Supplier must pay each Party's reasonable costs of complying with clause 14.7 unless the Buyer is at fault.
- 14.9 Only the Buyer can decide what processing of Personal Data a Supplier can do under the Contract and must specify it for the Contract using the template in Annex 1 of the Order Form (*Authorised Processing*).
- 14.10 The Supplier must only process Personal Data if authorised to do so in the Annex to the Order Form (*Authorised Processing*) by the Buyer. Any further written

instructions relating to the processing of Personal Data are incorporated into Annex 1 of the Order Form.

- 14.11 The Supplier must give all reasonable assistance to the Buyer in the preparation of any Data Protection Impact Assessment before starting any processing, including:
- (a) a systematic description of the expected processing and its purpose;
 - (b) the necessity and proportionality of the processing operations;
 - (c) the risks to the rights and freedoms of Data Subjects;
 - (d) the intended measures to address the risks, including safeguards, security measures and mechanisms to protect Personal Data.
- 14.12 The Supplier must notify the Buyer immediately if it thinks the Buyer's instructions breach the Data Protection Legislation.
- 14.13 The Supplier must put in place appropriate Protective Measures to protect against a Data Loss Event which must be approved by the Buyer.
- 14.14 If lawful to notify the Buyer, the Supplier must notify it if the Supplier is required to process Personal Data by Law promptly and before processing it.
- 14.15 The Supplier must take all reasonable steps to ensure the reliability and integrity of any Supplier Staff who have access to the Personal Data and ensure that they:
- (a) are aware of and comply with the Supplier's duties under this clause 14;
 - (b) are subject to appropriate confidentiality undertakings with the Supplier or any Subprocessor;
 - (c) are informed of the confidential nature of the Personal Data and do not provide any of the Personal Data to any third Party unless directed in writing to do so by the Buyer or as otherwise allowed by the Contract;
 - (d) have undergone adequate training in the use, care, protection and handling of Personal Data.
- 14.16 The Supplier must not transfer Personal Data outside of the UK unless all of the following are true:
- (a) it has obtained prior written consent of the Buyer;
 - (b) the Buyer has decided that there are appropriate safeguards (in accordance with Article 46 of the GDPR);
 - (c) the Data Subject has enforceable rights and effective legal remedies when transferred;
 - (d) the Supplier meets its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;

- (e) where the Supplier is not bound by Data Protection Legislation it must use its best endeavours to help the Buyer meet its own obligations under Data Protection Legislation; and
- (f) the Supplier complies with the Buyer's reasonable prior instructions about the processing of the Personal Data.

14.17 The Supplier must notify the Buyer immediately if it:

- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
- (e) receives a request from any third Party for disclosure of Personal Data where compliance with the request is required or claims to be required by Law;
- (f) becomes aware of a Data Loss Event.

14.18 Any requirement to notify under clause 14.17 includes the provision of further information to the Buyer in stages as details become available.

14.19 The Supplier must promptly provide the Buyer with full assistance in relation to any Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 14.17. This includes giving the Buyer:

- (a) full details and copies of the complaint, communication or request;
- (b) reasonably requested assistance so that it can comply with a Data Subject Access Request within the relevant timescales in the Data Protection Legislation;
- (c) any Personal Data it holds in relation to a Data Subject on request;
- (d) assistance that it requests following any Data Loss Event;
- (e) assistance that it requests relating to a consultation with, or request from, the Information Commissioner's Office.

14.20 The Supplier must maintain full, accurate records and information to show it complies with this clause 14. This requirement does not apply where the Supplier employs fewer than 250 staff, unless either the Buyer determines that the processing:

- (a) is not occasional;
- (b) includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR;

- (c) is likely to result in a risk to the rights and freedoms of Data Subjects.
- 14.21 The Supplier must appoint a Data Protection Officer responsible for observing its obligations in this Schedule and give the Buyer their contact details.
- 14.22 Before allowing any Subprocessor to process any Personal Data, the Supplier must:
- (a) notify the Buyer in writing of the intended Subprocessor and processing;
 - (b) obtain the written consent of the Buyer;
 - (c) enter into a written contract with the Subprocessor so that this clause 14 applies to the Subprocessor;
 - (d) provide the Buyer with any information about the Subprocessor that the Buyer reasonably requires.
- 14.23 The Supplier remains fully liable for all acts or omissions of any Subprocessor.
- 14.24 At any time the Buyer can, with 30 Working Days notice to the Supplier, change this clause 14 to:
- (a) replace it with any applicable standard clauses (between the controller and processor) or similar terms forming part of an applicable certification scheme under GDPR Article 42;
 - (b) ensure it complies with guidance issued by the Information Commissioner's Office.
- 14.25 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office.
- 14.26 The Supplier:
- (a) must provide the Buyer with all Government Data in an agreed open format within ■■■ Working Days of a written request;
 - (b) must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
 - (c) must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
 - (d) securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it;
 - (e) indemnifies the Buyer against any and all Losses incurred if the Supplier breaches clause 14 and any Data Protection Legislation.

15. What you must keep confidential

- 15.1 Each Party must:

- (a) keep all Confidential Information it receives confidential and secure;
- (b) not disclose, use or exploit the disclosing Party's Confidential Information without the disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- (c) immediately notify the disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of clause 15.1, a Party may disclose Confidential Information which it receives from the disclosing Party in any of the following instances:

- (a) where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the recipient Party notifies the disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- (b) if the recipient Party already had the information without obligation of confidentiality before it was disclosed by the disclosing Party;
- (c) if the information was given to it by a third party without obligation of confidentiality;
- (d) if the information was in the public domain at the time of the disclosure;
- (e) if the information was independently developed without access to the disclosing Party's Confidential Information;
- (f) to its auditors or for the purposes of regulatory requirements;
- (g) on a confidential basis, to its professional advisers on a need-to-know basis;
- (h) to the Serious Fraud Office where the recipient Party has reasonable grounds to believe that the disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 The Buyer may disclose Confidential Information in any of the following cases:

- (a) on a confidential basis to the employees, agents, consultants and contractors of the Buyer;
- (b) on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
- (c) if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
- (d) where requested by Parliament;

- (e) under clauses 5.7 and 16.
- 15.5 For the purposes of clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in clause 15.
- 15.6 Information which is exempt from disclosure by clause 16 is not Confidential Information.
- 15.7 The Supplier must not make any press announcement or publicise the Contract or any part of it in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

16. When you can share information

- 16.1 The Supplier must tell the Buyer within ■ hours if it receives a Request For Information.
- 16.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:
 - (a) comply with any Freedom of Information Act (FOIA) request;
 - (b) comply with any Environmental Information Regulations (EIR) request.
- 16.3 The Buyer may talk to the Supplier to help it decide whether to publish information under clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

17. Insurance

- 17.1 The Supplier shall take out and maintain, or procure the taking out and maintenance of the insurances as set out in the Order Form to this Contract and any other insurances as may be required by applicable Law (together the "Insurances"). The Supplier shall ensure that each of the insurances is effective no later than the Start Date.
- 17.2 The insurances shall be:
 - (a) maintained in accordance with Good Industry Practice;
 - (b) (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time;
 - (c) taken out and maintained with insurers of good financial standing and good repute in the international insurance market; and
 - (d) maintained for at least six (6) years after the Expiry Date.

- 17.3 The Supplier shall ensure that the public and products liability policy contain an indemnity to principals clause under which the Buyer shall be indemnified in respect of claims made against the Buyer in respect of death or bodily injury or third party property damage arising out of or in connection with the Services and for which the Supplier is legally liable.
- 17.4 Without limiting the other provisions of this Contract, the Supplier shall:
- (a) take or procure the taking of all reasonable risk management and risk control measures in relation to Services as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;
 - (b) promptly notify the insurers in writing of any relevant material fact under any insurances of which the Supplier is or becomes aware; and
 - (c) hold all policies in respect of the insurances and cause any insurance broker effecting the insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party.
- 17.5 The Supplier shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the insurances.
- 17.6 Where the Supplier has failed to purchase or maintain any of the insurances in full force and effect, the Buyer may elect (but shall not be obliged) following written notice to the Supplier to purchase the relevant insurances and recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Supplier.
- 17.7 The Supplier shall upon the Start Date and within 15 Working Days after the renewal of each of the insurances, provide evidence, in a form satisfactory to the Buyer, that the insurances are in force and effect and meet in full the requirements of this clause 17.
- 17.8 The Supplier shall ensure that any insurances which are stated to have a minimum limit "in the aggregate" are maintained at all times for the minimum limit of indemnity specified in this Contract and if any claims are made which do not relate to this Contract then the Supplier shall notify the Buyer and provide details of its proposed solution for maintaining the minimum limit of indemnity.
- 17.9 The Supplier shall notify the Buyer in writing at least [REDACTED] Days prior to the cancellation, suspension, termination or non-renewal of any of the insurances.
- 17.10 The Supplier shall ensure that nothing is done which would entitle the relevant insurer to cancel, rescind or suspend any insurance or cover, or to treat any insurance, cover or claim as voided in whole or part. The Supplier shall use all reasonable endeavours to notify the Buyer (subject to third party confidentiality obligations) as soon as practicable when it becomes aware of any relevant fact, circumstance or matter which has caused, or is reasonably likely to provide grounds to, the relevant insurer to give notice to cancel, rescind, suspend or void any insurance, or any cover or claim under any insurance in whole or in part.
- 17.11 The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the Services, or each Contract for which it may be entitled to claim under any of the

insurances. In the event that the Buyer receives a claim relating to or arising out of a Contract or the Services, the Supplier shall co-operate with the Buyer and assist it in dealing with such claims including without limitation providing information and documentation in a timely manner.

- 17.12 Except where the Buyer is the claimant party, the Supplier shall give the Buyer notice within [REDACTED] Working Days after any insurance claim in excess of [REDACTED] of the sum required to be insured pursuant to clause 17.8 relating to or arising out of the provision of the Services or this Contract on any of the insurances or which, but for the application of the applicable policy excess, would be made on any of the insurances and (if required by the Buyer) full details of the incident giving rise to the claim.
- 17.13 Where any insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.
- 17.14 Where any insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Supplier shall be liable for such excess or deductible. The Supplier shall not be entitled to recover from the Buyer any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

18. Invalid parts of the contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

19. No other terms apply

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

20. Other people's rights in a contract

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

21. Circumstances beyond your control

- 21.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:
- (a) provides written notice to the other Party;

- (b) uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

21.2 Either party can partially or fully terminate the Contract if the provision of the Services is materially affected by a Force Majeure Event which lasts for 90 days continuously.

21.3 Where a Party terminates under clause 21.2:

- (a) each party must cover its own losses;
- (b) clause 11.5(b) to 11.5(g) applies.

22. Relationships created by the contract

The Contract does not create a partnership, joint venture or employment relationship. The Supplier must represent themselves accordingly and ensure others do so.

23. Giving up contract rights

A partial or full waiver or relaxation of the terms of the Contract is only valid if it is stated to be a waiver in writing to the other Party.

24. Transferring responsibilities

24.1 The Supplier cannot assign nor subcontract the Contract without the Buyer's written consent (not to be unreasonably withheld or delayed). The Buyer has consented to the engagement of the Subcontractors listed in the Order Form of this Contract.

24.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.

24.3 When the Buyer uses its rights under clause 24.2 the Supplier must enter into a novation agreement in the form that the Buyer specifies.

24.4 The Supplier can terminate the Contract novated under clause 24.2 to a private sector body that is experiencing an Insolvency Event.

24.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

24.6 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of Subcontractors at all levels of the supply chain including:

- (a) their name;
- (b) the scope of their appointment;
- (c) the duration of their appointment.

25. Changing the contract

- 25.1 Either Party can request a variation to the Contract which is only effective if agreed in writing and signed by both Parties. The Buyer is not required to accept a variation request made by the Supplier.
- 25.2 The Supplier shall neither be relieved of its obligations to supply the Services in accordance with the terms and conditions of the Contract nor be entitled to an increase in the Charges as a result of a Change in Law.

26. How to communicate about the contract

- 26.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.
- 26.2 Notices to the Buyer or Supplier must be sent to their address in the Order Form.
- 26.3 This clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

27. Preventing fraud, bribery and corruption

- 27.1 The Supplier shall not:
- (a) commit any criminal offence referred to in the Regulations 57(1) and 57(2);
 - (b) offer, give, or agree to give anything, to any person (whether working for or engaged by the Buyer or any other public body) an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other public function or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any other public function.
- 27.2 The Supplier shall take all reasonable steps (including creating, maintaining and enforcing adequate policies, procedures and records), in accordance with good industry practice, to prevent any matters referred to in clause 27.1 and any fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Contract and shall notify the Buyer immediately if it has reason to suspect that any such matters have occurred or is occurring or is likely to occur.
- 27.3 If the Supplier or the Staff engages in conduct prohibited by clause 27.1 or commits fraud in relation to the Contract or any other contract with the Crown (including the Buyer) the Buyer may:
- (a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Buyer resulting from the termination, including the cost reasonably incurred by the Buyer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Buyer throughout the remainder of the Contract; or

- (b) recover in full from the Supplier any other loss sustained by the Buyer in consequence of any breach of this clause.

28. Equality, diversity and human rights

- 28.1 The Supplier must follow all applicable equality Law when they perform their obligations under the Contract, including:
- (a) protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise;
 - (b) any other requirements and instructions which the Buyer reasonably imposes related to equality Law.
- 28.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

29. Health and safety

- 29.1 The Supplier must perform its obligations at all times meeting the requirements of:
- (a) all applicable Laws regarding health and safety and/or welfare matters and the carriage of goods by road;
 - (b) the Buyer's current health and safety policy while at the Buyer's premises and any security requirements and/or specific safety instructions, as provided to the Supplier; and
 - (c) the Supplier's current health and safety policy whilst carrying out the Services.
- 29.2 The Supplier and the Buyer must as soon as possible notify the other of:
- (a) any health and safety incidents or material hazards they're aware of at the Buyer premises that relate to the performance of the Contract.
 - (b) any investigations and/or enforcement action the Supplier is subject to; and
 - (c) any breaches of applicable Laws regarding health and safety committed by the Supplier in the course of carrying out the Services under the Contract.
- 29.3 The Supplier shall ensure that at all times:
- (a) Supplier Staff are appropriately experienced, trained and qualified and have the appropriate knowledge to be able to undertake the Services safely and in accordance with this Clause 29;

- (b) the appropriate equipment, including vehicles and personal protective equipment, is provided to be able to undertake the Services safely and in compliance with the obligations under this Contract; and
 - (c) the appropriate risk assessments have been conducted in accordance with applicable Laws and the Specification prior to the Services being carried out.
- 29.4 The Supplier shall maintain and shall procure that the Subcontractors shall maintain such records as are necessary pursuant to the applicable Laws, in order to demonstrate that the Supplier is meeting its obligations in respect of this Clause 29 under the Contract and in relation to any investigation or audit conducted by the Buyer or a third party and shall promptly on request make them available for inspection by any relevant authority that is entitled to inspect them and by the Buyer (or its authorised representative).

30. Environment

- 30.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.
- 30.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

31. Tax

- 31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.
- 31.2 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Off Contract, the Supplier must both:
- (a) comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions;
 - (b) indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Services by the Supplier or any of the Supplier Staff.
- 31.3 If any of the Supplier Staff are Workers who receive payment relating to the Services, then the Supplier must ensure that its contract with the Worker contains the following requirements:
- (a) the Buyer may, at any time during the term of the Contract, request that the Worker provides information which demonstrates they comply with clause 31.2,

or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;

- (b) the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
- (c) the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with clause 31.2 or confirms that the Worker is not complying with those requirements;
- (d) the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

32. Conflict of interest

- 32.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential conflict between the financial or personal duties of the Supplier or the Supplier Staff and the duties owed to the Buyer under the Contract, in the reasonable opinion of the Buyer.
- 32.2 The Supplier must promptly notify and provide details to the Buyer if a conflict of interest happens or is expected to happen.
- 32.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential conflict of interest.

33. Reporting a breach of the contract

- 33.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of Law, clause 13.1, or clauses 27 to 32.
- 33.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith reports a breach listed in clause 33.1.

34. Resolving disputes

- 34.1 If there is a dispute between the Parties, their senior representatives who have authority to settle the dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the dispute.
- 34.2 If the dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the dispute, the dispute must be resolved using clauses 34.3 to 34.5.

- 34.3 Unless the Buyer refers the dispute to arbitration using clause 34.4, the Parties irrevocably agree that the courts of England and Wales have the exclusive jurisdiction to:
- (a) determine the dispute;
 - (b) grant interim remedies;
 - (c) grant any other provisional or protective relief.
- 34.4 The Supplier agrees that the Buyer has the exclusive right to refer any dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.
- 34.5 The Buyer has the right to refer a dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under clause 34.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under clause 34.4.
- 34.6 The Supplier cannot suspend the performance of the Contract during any dispute.

35. Which law applies

This Contract and any issues arising out of, or connected to it, are governed by English law.