

CHANGE CONTROL NOTICE (CCN)

Contract Title:	Contract for the Provision of the Civil Service People Survey(The Contract)		
Contract Reference:	CCZZ19A71	Contract Change Number:	CCN-004
Date CCN issued:	[insert date]	Date Change Effective from:	19 May 2022

Between: The **Cabinet Office** (The Customer) and **Qualtrics LLC** (The Supplier)

1. The Contract is varied as follows and such variation shall take effect from 19 May 2022:

- 1.1 Paragraph 13.10.1 of Annex A (Customer's Project Specification) to the Letter of Appointment shall be deleted and replaced as follows:

"13.10.1 The Supplier and Cabinet Office recognise the need for survey Data to be safeguarded under the UK General Data Protection Regulation (GDPR). The Supplier will be required to sign a Data Processing Agreement setting out the roles and responsibilities of the supplier as data processor, as part of the Contract."

- 1.2 Paragraph 3 of Schedule 7 (Processing, Personal Data and Data Subjects) to the Contract Terms shall be deleted and replaced as follows:

"3. The Supplier will comply with all relevant provisions under GDPR and with the Data Processing Agreement at Annex 1 to this Schedule 7."

- 1.3 The Details of Processing at Annex 1 to this Change Control Notice shall be inserted at the end of Schedule 7 (Processing, Personal Data and Data Subjects) to the Contract Terms as Annex 1 (Processing Data) to Schedule 7 (Processing, Personal Data and Data Subjects) to the Contract Terms.

2. Words and expressions in this Change Control Notice shall have the meanings given to them in the Contract.

3. The Contract, including any previous Contract changes, authorised in writing by both Parties, shall remain effective and unaltered except as amended by this Change Control Notice.

Change authorised to proceed by: (Customer's representative):

Signature
Print Name and Job Title
Date

Authorised for and on
behalf of the Supplier:

OFFICIAL



Signature	Print Name and Job Title	Date
[REDACTED]	[REDACTED]	01 November 2022

Authorised for and on
behalf of the Customer:

Signature	Print Name and Job Title	Date
[REDACTED]	[REDACTED]	4 November 2022

ALL REDACTED TEXT under FOIA Section 40, Personal Information

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Commercial
Service

OFFICIAL
Civil Service People Survey
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