

**RM971 NON MEDICAL NON CLINICAL****PART 1 – ORDER FORM****ORDER FORM****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM: The Department for Business, Energy and Industrial Strategy (BEIS)**

<b>CUSTOMER</b>	Department for Business, Energy and Industrial Strategy (BEIS)
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS (if different)</b>	c/o UK Shared Business Services Ltd (UK SBS), Queensway House, West Precinct, Billingham, TS23 2NF
<b>CONTACT REFERENCE</b>	Authoriser Name: REDACTED e-mail: REDACTED
<b>ORDER NUMBER</b>	CS19202
<b>ORDER DATE</b>	18/06/2019

**TO: Michael Page International Recruitment Ltd**

<b>SERVICE PROVIDER</b>	Michael Page International Recruitment Ltd
<b>SERVICE PROVIDER'S ADDRESS</b>	Page House, 1 Dashwood Lang Road; The Bourne Business Park, Addlestone, Weybridge, Surrey, KT15 2QW
<b>ACCOUNT MANAGER</b>	Name: REDACTED Address: Victoria House Southampton Row, London, WC1B 4JB Tel: REDACTED E-mail: REDACTED
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker</b>	
Requirements:	
<b>RM971 LOT:</b>	4
<b>ADDITIONAL REQUIREMENTS:</b>	N/A
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT:</b>	
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Monday 1st May 2019 and will expire on Friday 28th June 2019. During this period there are REDACTED, charged at a rate of REDACTED (Ex VAT).	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
• N/A	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
The total contract value shall not exceed £10,833.02 excluding VAT, as per the breakdown below: REDACTED x Day rate of REDACTED = £10,833.02 excluding VAT, payable by BACS.	

<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to <a href="mailto:finance@services.ukpbs.co.uk">finance@services.ukpbs.co.uk</a></p>	
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
<p>The Department for Business, Energy and Industrial Strategy Media and Campaigns Team is looking for a senior campaign officer to join their team.</p> <p>This is an exciting opportunity to work for a new Department with the responsibility for some of the Government's most important policy areas. These roles will work across different media and campaigns policy desks, covering campaigns delivering and supporting business growth, promotion of the science agenda R&amp;D and innovation to deliver the UK's Industrial Strategy, to support the award winning National Living &amp; Minimum Wage campaign in its next phase and to work on a new campaign promoting shared parental leave to working parents.</p> <p>Campaigns play an important role in helping to deliver BEIS and wider HMG objectives. The team is focused on developing and delivering campaign activity that influences behaviour change among specified audiences to deliver shifts which deliver policy objectives set out by Government to the benefit of the public and communities.</p> <p>In these roles you will commission and co-ordinate activity from both within and outside the Communications Directorate, managing external agency contracts where appropriate, in order to deliver innovative and impactful campaigns that are grounded in audience insight. The work of the team is varied and diverse, and includes developing and delivering PR, social media and stakeholder engagement activity – including the development of partner-led strategies to help achieve objectives – as well as working with media planning buying and advertising agencies to craft creative and targeted marketing campaigns.</p> <p>This position will also require strong skills in developing strategic advice for potential new campaign areas. The team sits within the wider Media and Campaigns team, which is part of the Communications Directorate.</p> <p>Working in the Campaigns team you will be expected to help develop, deliver and evaluate creative campaigns that help change attitudes and encourage audiences to take action. You will possess strong written and oral communications skills and be adept at delivering projects to deadline and within budget. As well as experience of paid-for marketing, we also expect you to be adept at using social media and working with partners to support the delivery of campaigns.</p> <p>We are looking for talented communicators with experience of delivering low/no cost as well as paid-for campaigns.</p>	

<b>Main responsibilities</b>	
<ul style="list-style-type: none"> <li>• Provide advice to policy teams on the role for communications and campaigns in delivering their objectives.</li> <li>• Develop as part of a team detailed campaign plans, using earned, owned and paid channels.</li> <li>• Work as a key member of campaign delivery teams, co-ordinating activity with colleagues from across the directorate and project managing specific campaign strands.</li> <li>• Commission and manage paid-for activity via external agencies.</li> <li>• Produce evaluation plans and reports, analysing campaign performance to optimise over time and gathering insight to inform future activity.</li> <li>• Develop close working with internal teams to deliver, including, media, strategic communications, stake holder engagement, creative content and ministerial visits.</li> <li>• Build positive and productive relationships with external stakeholders, partners, agencies and other government departments.</li> </ul>	
Under the Data Protection Act 2018 and within this contract the Supplier and Contracting Authority shall be Joint Controllers. See Annex A.	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	REDACTED
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A

**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 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:**

<b>NAME:</b>	REDACTED
<b>TITLE:</b>	REDACTED
<b>SIGNATURE:</b>	REDACTED
<b>DATE:</b>	

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	REDACTED
<b>TITLE:</b>	REDACTED

<b>SIGNATURE:</b>	REDACTED
<b>DATE:</b>	

**Annex 1 – 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  
 Email: dataprotection@beis.gov.uk

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

**REDACTED** : **REDACTED** : **REDACTED**

The Processor shall comply with any further written instructions with respect to processing by the Controller.

3. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19202</b>
<b>Date:</b>	<b>18/06/2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
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	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Pre-employment screening</li> <li>• Statutory obligations</li> <li>• Contractual and legal obligations</li> <li>• Skills assessments</li> <li>• Feedback gathering</li> <li>• Processing payments</li> </ul>

	<p>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.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p> <p>Compensation data</p>

	<p><b>Photographic Facial Image</b></p> <p><b>Biometric data</b></p> <p><b>Birth certificates</b></p> <p><b>IP Address</b></p> <p><b>Details of physical and psychological health or medical condition</b></p> <p><b>Next of kin &amp; emergency contact details</b></p> <p><b>Record of absence, time tracking &amp; annual leave</b></p>
<b>Categories of Data Subject</b>	<p><b>Agency worker/s of the contracting authority as engaged by the supplier.</b></p> <p><b>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</b></p>