



Contract Management Guidance – Template #10

CHANGE CONTROL FORM- Extensions – v. 5

Contract Name:	Provision of Employee Assistance Programme	Contract Ref. No.	CCHR17B09
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CLIENT CHANGE NOTICE (CCN)

Initiated by:	<p style="text-align: center;">REDACTED</p> <p style="text-align: center;">Crown Commercial Service</p>	CCN Reference:	<p style="text-align: center;">CCHR17B09 - 1</p>
Source of change:	<p style="text-align: center;">REDACTED</p> <p style="text-align: center;">HM Treasury</p>	Date CCN Raised by relevant party:	<p style="text-align: center;">24th August 2018</p>

STAGE 1 - CLIENT

Summary of proposals/ requirements :	<p>The Department of HM Treasury wish to vary their current Contract for the Provision of Employee Assistance Programme, CCHR17B09 with Right CoreCare Ltd.</p> <p>The European Parliament adopted a new Regulation that will replace the current 1998 Data Protection Act which implements Directive 95/46/EC.¹ The EU 2016/679 Regulation (also known as the General Data Protection Regulation or GDPR) covers the protection of natural persons with regard to the processing of personal data, and the free movement of such data.</p> <p>The GDPR Framework provides greater scope around storage and handling of personal data. It came into force in May 2018 and will give citizens of EU countries greater rights over their personal information, and place greater obligations on organisations to protect this data.</p> <p>HM Treasury wish to vary the Terms and Conditions of their current Contract due to the new General Data Protection Regulation (GDPR) 2018.</p> <p>Please find attached the details, specifically to Annex Y, in a letter signed by both parties.</p>
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¹ Eversheds Sutherland (International) LLP



	<p>REDACTED</p> <p>All other Terms and Conditions are to remain unchanged, along with the value and scope of the original Contract.</p>		
Proposed payment:			
Required delivery date, with rationale:			
Change authorised to proceed to Stage 2 (Customer organisation representative):	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Signature	Print Name & Position	Date
<u>STAGE 2 – SUPPLIER</u>			
Comments/ caveats on requested change:			
ABORTIVE COSTS :			
Anticipated period from CCN being authorised by client to start of related provision	<input type="text"/>		



Right CoreCare Ltd confirms that the costs identified above are the agreed figures that will be payable on CCN implementation

Signed (**Supplier Representative**):

Print Name & Position:

Date:

STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Date:

Supplier response

Date:

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

Variation Withdrawn

By signing below, unless CCN is withdrawn, the Authority, HM Treasury, as defined in the Contract agrees to pay the Supplier, Right CoreCare Ltd, as defined in the Contract the costs detailed in Stage 2, by deadlines agreed with the supplier.



Signed
(Customer
Representative)

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

Signature

Print Name & Position

Date

STAGE 5 - CCN COMPLETION SIGN-OFF

I confirm that the provision required under the CCN commenced
in accordance with the customer requirements and supplier proposals in this CCN.

Date works have been
completed/ provision
required under the CCN
commenced:

Date Signed
by Customer:

REDACTED

Signed
(Customer
representative):

REDACTED

Print Name &
Position

REDACTED