





HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	1.11.4.3692.

CONTRACTOR	Roc - Search
SERVICE ADDRESS	3 HARDMAN STREET, MANCHESTER. M3 3HF
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	HR
JOB ROLE / TITLE	Recruitment lead
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 1.11.4.3692%20Recruitment%20BSR%20
IR35 ASSESSMENT	 Acrobat Document.pdf
COMMENCEMENT DATE	14th September 2020
END DATE	11th December 2020
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

PART 3 : FEES / CHARGES**i) DAILY CHARGE RATE APPLICABLE**

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
14/09/2020	11/12/2020	65	£170	£40	£210
	Total	65	£11050	£2,600	£13,650

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and
Subsistence Rates.doc

PART 4 : INVOICING & PAYMENTS

Contract 1.11.4.3692.

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@gov.sscl.com
PURCHASE ORDER NO. (to be quoted on all invoices)	TBC

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature

Name in Capitals

Position

Date 04/09/2020

Duly authorised to sign on behalf of
ROC SEARCH
3 Hardman Street, Manchester. M3 3HF

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of the
HEALTH AND SAFETY EXECUTIVE
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

SCHEDULE OF PROCESSING PERSONAL DATA AND DATA SUBJECTS

1. The contact details of the Controller's Data Protection Officer are: Sean Egan, 0203 028 3547, sean.egan@hse.gov.uk.
2. The contact details of the Processor's Data Protection Officer are:
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purpose of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor
Subject matter of the processing	Recruitment applicant personal information and potentially official sensitive business planning information.
Duration of the processing	Throughout contract
Nature and purposes of the processing	The agency worker will have access and see applicants personal data and results of recruitment exercises processed through HSE recruitment team or via Government Recruitment Service. The agency worker may also take part in sift and interviewing exercises where they will see and may print out candidate details.
Type of Personal Data	Application information contact information, phone & email addresses, salary data, career history, assessment scores
Categories of Data Subject	Employee or potential Employee
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	All data will be held within HSE's systems and with Civil Service Jobs. Should any information be printed out, it must be returned to the main campaign administrator or vacancy holder for disposal.