



**RM6100 Technology Services 3 Agreement  
Framework Schedule 4 - Annex 1  
Lots 2, 3 and 5 Order Form**

## Order Form

This Order Form is issued in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100 between the Supplier (as defined below) and the Minister for the Cabinet Office (the "**Framework Agreement**") and should be used by Buyers after making a direct award or conducting a further competition under the Framework Agreement.

The Contract, referred to throughout this Order Form, means the contract between the Supplier and the Buyer (as defined below) (entered into pursuant to the terms of the Framework Agreement) consisting of this Order Form and the Call Off Terms. The Call-Off Terms are substantially the terms set out in Annex 2 to Schedule 4 to the Framework Agreement and copies of which are available from the Crown Commercial Service website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1234>. The agreed Call-Off Terms for the Contract being set out as the Annex 1 to this Order Form.

The Supplier shall provide the Services and/or Goods specified in this Order Form (including any attachments to this Order Form) to the Buyer on and subject to the terms of the Contract for the duration of the Contract Period.

In this Order Form, capitalised expressions shall have the meanings set out in Schedule 1 (Definitions) of the Call-Off Terms

This Order Form shall comprise:

1. This document headed "Order Form";
2. Attachment 1 – Services Specification;
3. Attachment 2 – Charges and Invoicing;
4. Attachment 3 – Implementation Plan;
5. Attachment 4 – Service Levels and Service Credits;
6. Attachment 5 – Key Supplier Personnel and Key Sub-Contractors;
7. Attachment 6 – Software;
8. Attachment 7 – Financial Distress;
9. Attachment 8 - Governance
10. Attachment 9 – Schedule of Processing, Personal Data and Data Subjects;
11. Attachment 10 – Transparency Reports; and
12. Annex 1 – Call Off Terms and Additional/Alternative Schedules and Clauses.

The Order of Precedence shall be as set out in Clause 2.2 of the Call-Off Terms being:

- .1.1 the Framework, except Framework Schedule 18 (Tender);
- .1.2 the Order Form;
- .1.3 the Call Off Terms; and



.1.4 Framework Schedule 18 (Tender).

## Section A General information

Contract Details	
<b>Contract Reference:</b>	PS/24/55
<b>Contract Title:</b>	Provision of Juniper qualified Architects
<b>Contract Description:</b>	DVLA has undergone a major transformation and transition of its network infrastructure over the last couple of years. In order to continually grow and enhance the product, DVLA are looking for a supplier / partner that has access to Juniper certified Architects to form a professional services contract.
<b>Contract Anticipated Potential Value:</b> this should set out the total potential value of the Contract	The contract will be Up to £60k maximum per annum with a day rate of £619
<b>Estimated Year 1 Charges:</b>	The contract will be Up to £60k maximum per annum with a day rate of £619
<b>Commencement Date:</b> this should be the date of the last signature on Section E of this Order Form	14/6/2024

<b>Buyer details</b>
<b>Buyer organisation name</b> Driver and Vehicle Licensing Agency
<b>Billing address</b> Your organisation's billing address - please ensure you include a postcode Unity Business Services (UBS) 5 Sandringham Park Swansea Vale SA7 0EA  <a href="mailto:SSa.invoice@Ubusinessservices.co.uk">SSa.invoice@Ubusinessservices.co.uk</a>
<b>Buyer representative name</b> The name of your point of contact for this Order XXXXXXX XXX

**Buyer representative contact details**

Email and telephone contact details for the Buyer's representative. This must include an email for the purpose of Clause 50.6 of the Contract.

XXXXXXXXXX@XXXX.XXX.XX

**Buyer Project Reference**

Please provide the customer project reference number.

PS/24/55

**Supplier details****Supplier name**

The supplier organisation name, as it appears in the Framework Agreement

Centerprise International Limited

**Supplier address**

Supplier's registered address

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

**Supplier representative name**

The name of the Supplier point of contact for this Order

XXXXXXXXXX

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative. This must include an email for the purpose of Clause 50.6 of the Contract.

XXXXXXXXXX

**Order reference number or the Supplier's Catalogue Service Offer Reference Number**

A unique number provided by the supplier at the time of the Further Competition Procedure. Please provide the order reference number, this will be used in management information provided by suppliers to assist CCS with framework management. If a Direct Award, please refer to the Supplier's Catalogue Service Offer Reference Number.

[Click here to enter text.](#)

**Guarantor details**

*Guidance Note: Where the additional clause in respect of the guarantee has been selected to apply to this Contract under Part C of this Order Form, include details of the Guarantor immediately below.*

**Guarantor Company Name**

The guarantor organisation name

N/A

**Guarantor Company Number**

Guarantor's registered company number

N/A



Crown  
Commercial  
Service

**Guarantor Registered Address**

Guarantor's registered address

N/A



## Section B

### Part A – Framework Lot

#### Framework Lot under which this Order is being placed

*Tick one box below as applicable (unless a cross-Lot Further Competition or Direct Award, which case, tick Lot 1 also where the buyer is procuring technology strategy & Services Design in addition to Lots 2, 3 and/or 5. Where Lot 1 is also selected then this Order Form and corresponding Call-Off Terms shall apply and the Buyer is not required to complete the Lot 1 Order Form.*

- |  |                                     |
|--|-------------------------------------|
| 1. TECHNOLOGY STRATEGY & SERVICES DESIGN | <input type="checkbox"/>            |
| 2. TRANSITION & TRANSFORMATION           | <input type="checkbox"/>            |
| 3. OPERATIONAL SERVICES                  |                                     |
| a: End User Services                     | <input checked="" type="checkbox"/> |
| b: Operational Management                | <input type="checkbox"/>            |
| c: Technical Management                  | <input type="checkbox"/>            |
| d: Application and Data Management       | <input type="checkbox"/>            |
| 5. SERVICE INTEGRATION AND MANAGEMENT    | <input type="checkbox"/>            |

### Part B – The Services Requirement

#### Commencement Date

See above in Section A

#### Contract Period

*Guidance Note – this should be a period which does not exceed the maximum durations specified per Lot below:*

Lot	Maximum Term (including Initial Term and Extension Period) – Months (Years)
2	36 (3)
3	60 (5)
5	60 (5)

**Initial Term** Months

12 Months

**Extension Period (Optional)** Months

12 Months

**Minimum Notice Period for exercise of Termination Without Cause** 30 Days

(Calendar days) *Insert right (see Clause 35.1.9 of the Call-Off Terms)*

#### Sites for the provision of the Services

*Guidance Note - Insert details of the sites at which the Supplier will provide the Services, which shall include details of the Buyer Premises, Supplier premises and any third party premises.*



The Supplier shall provide the Services from the following Sites:

**Buyer Premises:**

DVLA, Longview Rd, Morriston

**Supplier Premises:**

N/A

**Third Party Premises:**

N/A

**Buyer Assets**

*Guidance Note: see definition of Buyer Assets in Schedule 1 of the Call-Off Terms*

N/A

**Additional Standards**

*Guidance Note: see Clause 13 (Standards) and the definition of Standards in Schedule 1 of the Contract. Schedule 1 (Definitions). Specify any particular standards that should apply to the Contract over and above the Standards.*

N/A

**Buyer Security Policy**

*Guidance Note: where the Supplier is required to comply with the Buyer's Security Policy then append to this Order Form below.*

N/A

**Buyer ICT Policy**

*Guidance Note: where the Supplier is required to comply with the Buyer's ICT Policy then append to this Order Form below.*

N/A

**Insurance**

*Guidance Note: if the Call Off Contract requires a higher level of insurance cover than the £1m default in Framework Agreement or the Buyer requires any additional insurances please specify the details below.*

Third Party Public Liability Insurance (£) – N/A

Professional Indemnity Insurance (£) – N/A

N/A

**Buyer Responsibilities**

*Guidance Note: list any applicable Buyer Responsibilities below.*

N/A

**Goods**



*Guidance Note: list any Goods and their prices.*

N/A

### Governance – Option Part A or Part B

*Guidance Note: the Call-Off Terms has two options in respect of governance. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is limited project governance required during the Contract Period.*

Governance Schedule	Tick as applicable
Part A – Short Form Governance Schedule	<input checked="" type="checkbox"/>
Part B – Long Form Governance Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract.

### Change Control Procedure – Option Part A or Part B

*Guidance Note: the Call-Off Terms has two options in respect of change control. Part A is the short form option and Part B is the long form option. The short form option should only be used where there is no requirement to include a complex change control procedure where operational and fast track changes will not be required.*

Change Control Schedule	Tick as applicable
Part A – Short Form Change Control Schedule	<input type="checkbox"/>
Part B – Long Form Change Control Schedule	<input type="checkbox"/>

The Part selected above shall apply this Contract. Where Part B is selected, the following information shall be incorporated into Part B of Schedule 5 (Change Control Procedure):

- for the purpose of Paragraph 3.1.2 (a), the figure shall be £[insert details]; and
- for the purpose of Paragraph 8.2.2, the figure shall be £[insert details].

## Section C



## Part A - Additional and Alternative Buyer Terms

### Additional Schedules and Clauses (see Annex 3 of Framework Schedule 4)

This Annex can be found on the RM6100 CCS webpage. The document is titled RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5.

#### Part A – Additional Schedules

Guidance Note: Tick any applicable boxes below

Additional Schedules	Tick as applicable
S1: Implementation Plan	<input type="checkbox"/>
S2: Testing Procedures	<input type="checkbox"/>
S3: Security Requirements (either Part A or Part B)	Part A <input type="checkbox"/> or Part B <input type="checkbox"/>
S4: Staff Transfer	<input type="checkbox"/>
S5: Benchmarking	<input type="checkbox"/>
S6: Business Continuity and Disaster Recovery	<input type="checkbox"/>
S7: Continuous Improvement	<input type="checkbox"/>
S8: Guarantee	<input type="checkbox"/>
S9: MOD Terms	<input type="checkbox"/>

#### Part B – Additional Clauses

Guidance Note: Tick any applicable boxes below

Additional Clauses	Tick as applicable
C1: Relevant Convictions	<input type="checkbox"/>
C2: Security Measures	<input type="checkbox"/>
C3: Collaboration Agreement	<input type="checkbox"/>

Where selected above the Additional Schedules and/or Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5 shall be incorporated into this Contract.

#### Part C - Alternative Clauses

Guidance Note: Tick any applicable boxes below

The following Alternative Clauses will apply:

Alternative Clauses	Tick as applicable
Scots Law	<input type="checkbox"/>
Northern Ireland Law	<input type="checkbox"/>
Joint Controller Clauses	<input type="checkbox"/>

Where selected above the Alternative Clauses set out in document RM6100 Additional and Alternative Terms and Conditions Lots 2, 3 and 5 shall be incorporated into this Contract.

## Part B - Additional Information Required for Additional Schedules/Clauses Selected in Part A





#### **Additional Schedule S3 (Security Requirements)**

*Guidance Note: where Schedule S3 (Security Requirements) has been selected in Part A of Section C above, then for the purpose of the definition of "Security Management Plan" insert the Supplier's draft security management plan below.*

N/A

#### **Additional Schedule S4 (Staff Transfer)**

*Guidance Note: where Schedule S4 (Staff Transfer) has been selected in Part A of Section C above, then for the purpose of the definition of "Fund" in Annex D2 (LGPS) of Part D (Pension) insert details of the applicable fund below.*

N/A

#### **Additional Clause C1 (Relevant Convictions)**

*Guidance Note: where Clause C1 (Relevant Convictions) has been selected in Part A of Section C above, then for the purpose of the definition of "Relevant Convictions" insert any relevant convictions which shall apply to this contract below.*

N/A

#### **Additional Clause C3 (Collaboration Agreement)**

*Guidance Note: where Clause C3 (Collaboration Agreement) has been selected in Part A of Section C above, include details of organisation(s) required to collaborate immediately below.*

N/A

An executed Collaboration Agreement shall be delivered from the Supplier to the Buyer within the stated number of Working Days from the Commencement Date:

N/A

## **Section D Supplier Response**

#### **Commercially Sensitive information**

Any confidential information that the Supplier considers sensitive for the duration of an awarded Contract should be included here. Please refer to definition of Commercially Sensitive Information in the Contract – use specific references to sections rather than copying the relevant information here.

*[insert details of any agreed Supplier Confidential Information which is commercially sensitive in nature]*

## **Section E Contract Award**

This Call Off Contract is awarded in accordance with the provisions of the Technology Services 3 Framework Agreement RM6100.

#### **SIGNATURES**



**For and on behalf of the Supplier**

Name	
Job role/title	
Signature	
Date	

**For and on behalf of the Buyer**

Name	<b>Xxxxxx xxx</b>
Job role/title	<b>Category Specialist</b>
Signature	
Date	

**Attachment 1 – Services Specification**



Specification V3.docx

**Attachment 2 – Pricing Schedule**

Day Rate £	
£	619.00



## **Attachment 2 – Charges and Invoicing**

### **Part A – Milestone Payments and Delay Payments**

**To be confirmed whenever the services are called off.**

### **Part B – Service Charges**

**All costs agreed within the bid from Centerprise International Limited**

### **Part C – Supplier Personnel Rate Card for Calculation of Time and Materials Charges**

**All costs agreed within the bid from Centerprise International Limited**



Crown  
Commercial  
Service

## Part D – Risk Register N/A

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 12
Risk Number	Risk Name	Description of risk	Timing	Likelihood	Impact (£)	Impact (description)	Mitigation (description)	Cost of mitigation	Post-mitigation impact (£)	Owner

## Part E – Early Termination Fee(s)

N/A



### Attachment 3 – Outline Implementation Plan – N/A

#	Milestone	Deliverables ( <i>bulleted list showing all Deliverables (and associated tasks) required for each Milestone</i> )	Duration (Working Days)	Milestone Date
M1	[Concept Design]	[Statement of Requirements System/Application Specifications Interface Specifications Systems Testing Strategy Implementation Strategy and Plan Risk and Issues Management Plan Outline Disaster Recovery Plan Project Schedule Service Management Plan]		
M2	[Full Development]	[Design Verification Reports Design Validation Reports Change Management Plan System/Application Implementation Plan Risk and Issues Management Project Schedule Service Management Plan]		
M3	[System User Testing]	[System Test Report Risk and Issues Management Plan Project Schedule Service Management Plan Defects Log Final Inspection and Testing Report]		
M4	[User Readiness for Service]	[Training Plan Risk and Issues Log Implementation Plan Operations Plan Data Conversion & Cutover Plan Project Schedule Service Management Plan]		
M5	[Implementation]	[Implementation Plan Training Scripts]		
M6	[In Service Support]	[Post Implementation Report Data Conversion and Cut-Over Plan Service Delivery Reports Risk and Issues Log Service Management Plan Defects Log]		



## Attachment 4 – Service Levels and Service Credits – N/A

### Service Levels and Service Credits

Service Levels				Service Credit for each Service Period
Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	
[Accurate and timely billing of Buyer]	[Accuracy /Timelines]	[at least 98% at all times]	[ ]	[0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure]
[Access to Buyer support]	[Availability]	[at least 98% at all times]	[ ]	[0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure]

The Service Credits shall be calculated on the basis of the following formula:

[Example:

Formula:  $x\% \text{ (Service Level Performance Measure)} - x\% \text{ (actual Service Level performance)}$

=

$x\%$  of the Service Charges payable to the Buyer as Service Credits to be deducted from the next Invoice payable by the Buyer

Worked example:  $98\%$  (e.g. Service Level Performance Measure requirement for accurate and timely billing Service Level) -  $75\%$  (e.g. actual performance achieved against this Service Level in a Service Period)

=

$23\%$  of the Service Charges payable to the Buyer as Service Credits to be deducted from the next Invoice payable by the Buyer]

### Service Credit Cap

[Insert details of the Service Credit Cap]



#### Critical Service Level Failure N/A

[Insert details of the Critical Service Level Failure – examples are provide below for guidance.]

*[In relation to **[specify the relevant Service Level]** a Critical Service Level Failure shall include a delay in producing **[specify the relevant Deliverable]** ordered by the Customer in excess of **[specify the relevant time period]** more than once in any **[specify the relevant period]** or more than **[specify the relevant time period]**.]*

*And/or*

*[In relation to **[specify the relevant Service Level]** a Critical Service Level Failure shall include a loss of **[specify the relevant Availability]** during core hours **[specify the relevant core hours]** to the **[specify the relevant Service]** for more than **[specify the relevant time period]**, or **[specify the relevant time period]**.]*



## Attachment 5 – Key Supplier Personnel and Key Sub-Contractors N/A

- .1.5 The Parties agree that they will update this Attachment 5 periodically to record any changes to Key Supplier Personnel and/or any Key Sub-Contractors appointed by the Supplier after the Commencement Date for the purposes of the delivery of the Services.

### Part A – Key Supplier Personnel

*[Guidance Note: Insert details of Key Supplier Personnel, their Key Role(s) and Duration in the below table or delete the table in its entirety and insert Not Applicable if there is no Key Supplier Personnel]*

Key Supplier Personnel	Key Role(s)	Duration
		<i>[Contract Period or insert alternative timescale]</i>
		<i>[Contract Period or insert alternative timescale]</i>
		<i>[Contract Period or insert alternative timescale]</i>

### Part B – Key Sub-Contractors N/A

*[Guidance Note: Insert details of Key Sub-Contractors and any additional information required in the below table or delete the table in its entirety and insert Not Applicable if there are no Key Sub-Contractors. This table should be based on the Key Sub-Contractors set out in Schedule 7 of the Framework]*

Key Sub-contractor name and address (if not the same as the registered office)	Registered office and company number	Related product/Service description	Key Sub-contract price expressed as a percentage of total projected Charges over the Contract Period	Key role in delivery of the Services





## Attachment 6 – Software – N/A

- .1.1 The Software below is licensed to the Buyer in accordance with Clauses 20 (*Intellectual Property Rights*) and 21 (*Licences Granted by the Supplier*).
- .1.2 The Parties agree that they will update this Attachment 6 periodically to record any Supplier Software or Third Party Software subsequently licensed by the Supplier or third parties for the purposes of the delivery of the Services.

### Part A – Supplier Software

The Supplier Software includes the following items:

Software	Supplier (if an Affiliate of the Supplier)	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/ Expiry



## Part B – Third Party Software N/A

The Third Party Software shall include the following items:

Third Party Software	Supplier	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/ Expiry

## Attachment 7 – Financial Distress N/A

For the purpose of Schedule 7 (Financial Distress) of the Call-Off Terms, the following shall apply:

### PART A – CREDIT RATING THRESHOLD

<b>Entity</b>	<b>Credit Rating (long term)</b> <i>(insert credit rating issued for the entity at the Commencement Date)</i>	<b>Credit Rating Threshold</b> <i>(insert the actual rating (e.g. AA-) or the Credit Rating Level (e.g. Credit Rating Level 3))</i>
<b>Supplier</b>	[Rating Agency 1] – [insert rating for Rating Agency 1]	[Rating Agency 1] – [insert threshold for Rating Agency 1]
	[Rating Agency 2] – [insert rating for Rating Agency 2]	[Rating Agency 2] – [insert threshold for Rating Agency 2]
	[etc.]	[etc.]
<b>[Guarantor]</b>	[Rating Agency 1] – [insert rating for Rating Agency 1]	[Rating Agency 1] – [insert threshold for Rating Agency 1]
	[Rating Agency 2] – [insert rating for Rating Agency 2]	[Rating Agency 2] – [insert threshold for Rating Agency 2]
	[etc.]	[etc.]
<b>[Key Sub-contractor 1]</b>	[etc.]	[etc.]
<b>[Key Sub-contractor 2]</b>	[etc.]	[etc.]

### PART B – RATING AGENCIES

- [Rating Agency 1 (e.g Standard and Poors)]
  - Credit Rating Level 1 = [AAA]
  - Credit Rating Level 2 = [AA+]
  - Credit Rating Level 3 = [AA]
  - Credit Rating Level 4 = [AA-]
  - Credit Rating Level 5 = [A+]
  - Credit Rating Level 6 = [A]
  - Credit Rating Level 7 = [A-]

- Credit Rating Level 8 = [BBB+]
- Credit Rating Level 9 = [BBB]
- Credit Rating Level 10 = [BBB-]
- Etc.
- [Rating Agency 2 (e.g Moodys) ]
  - Credit Rating Level 1 = [Aaa]
  - Credit Rating Level 2 = [Aa1]
  - Credit Rating Level 3 = [Aa2]
  - Credit Rating Level 4 = [Aa3]
  - Credit Rating Level 5 = [A1]
  - Credit Rating Level 6 = [A2]
  - Credit Rating Level 7 = [A3]
  - Credit Rating Level 8 = [Baa1]
  - Credit Rating Level 9 = [Baa2]
  - Credit Rating Level 10 = [Baa3]
  - Etc.
- [Rating Agency 3 (etc.) ]
  - Credit Rating Level 1 = [XXX]
  - Etc.
- Attachment 8 – Governance

## PART A – SHORT FORM GOVERNANCE

For the purpose of Part A of Schedule 7 (Short Form Governance) of the Call-Off Terms, the following board shall apply:

Operational Board	
Buyer Members for the Operational Board	[insert details or Not Applicable if Part B applies below]
Supplier Members for the Operational Board	[insert details or Not Applicable if Part B applies below]
Frequency of the Operational Board	[insert details or Not Applicable if Part B applies below]
Location of the Operational Board	[insert details or Not Applicable if Part B applies below]

## PART B – LONG FORM GOVERNANCE N/A

For the purpose of Part B of Schedule 7 (Long Form Governance) of the Call-Off Terms, the following boards shall apply:

SERVICE MANAGEMENT BOARD	
Buyer Members of Service Management Board (include details of chairperson)	[insert details or Not Applicable if Part A applies above]
Supplier Members of Service Management Board	[insert details or Not Applicable if Part A applies above]
Start Date for Service Management Board meetings	[insert details or Not Applicable if Part A applies above]
Frequency of Service Management Board meetings	[insert details or Not Applicable if Part A applies above]
Location of Service Management Board meetings	[insert details or Not Applicable if Part A applies above]

Programme Board	
Buyer members of Programme Board (include details of chairperson)	[insert details or Not Applicable if Part A applies above]
Supplier members of Programme Board	[insert details or Not Applicable if Part A applies above]
Start date for Programme Board meetings	[insert details or Not Applicable if Part A applies above]
Frequency of Programme Board meetings	[insert details or Not Applicable if Part A applies above]
Location of Programme Board meetings	[insert details or Not Applicable if Part A applies above]

Change Management Board	
Buyer Members of Change Management Board (include details of chairperson)	[insert details or Not Applicable if Part A applies above]
Supplier Members of Change Management Board	[insert details or Not Applicable if Part A applies above]
Start Date for Change Management Board meetings	[insert details or Not Applicable if Part A applies above]
Frequency of Change Management Board meetings	[insert details or Not Applicable if Part A applies above]
Location of Change Management Board meetings	[insert details or Not Applicable if Part A applies above]

Technical Board	
Buyer Members of Technical Board (include details of chairperson)	[insert details or Not Applicable if Part A applies above]
Supplier Members of Technical Board	[insert details or Not Applicable if Part A applies above]
Start Date for Technical Board meetings	[insert details or Not Applicable if Part A applies above]
Frequency of Technical Board meetings	[insert details or Not Applicable if Part A applies above]
Location of Technical Board meetings	[insert details or Not Applicable if Part A applies above]

Risk Management Board	
Buyer Members for Risk Management Board (include details of chairperson)	[insert details or Not Applicable if Part A applies above]
Supplier Members for Risk Management Board	[insert details or Not Applicable if Part A applies above]
Start Date for Risk Management Board meetings	[insert details or Not Applicable if Part A applies above]
Frequency of Risk Management Board meetings	[insert details or Not Applicable if Part A applies above]

Location of Risk Management Board meetings	[insert details or Not Applicable if Part A applies above]
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## Attachment 9 – Schedule of Processing, Personal Data and Data Subjects N/A

This Attachment 9 shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Buyer at its absolute discretion.

1.1.1.1 The contact details of the Buyer's Data Protection Officer are: **[Insert Contact details]**

1.1.1.2 The contact details of the Supplier's Data Protection Officer are: **[Insert Contact details]**

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

1.1.1.4 Any such further instructions shall be incorporated into this Attachment 9.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>[The Authority is Controller and the Supplier is Processor]</b></p> <p>The Parties acknowledge that in accordance with Clause 34.2 to 34.15 and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> <li><b>[Insert the scope of Personal Data for which the purposes and means of the processing by the Supplier is determined by the Authority]</b></li> </ul> <p><b>The Supplier is Controller and the Authority is Processor</b></p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with Clause 34.2 to 34.15 of the following Personal Data:</p> <ul style="list-style-type: none"> <li><b>[Insert the scope of Personal Data for which the purposes and means of the processing by the Authority is determined by the Supplier]</b></li> </ul> <p><b>The Parties are Joint Controllers</b></p> <p>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none"> <li><b>[Insert the scope of Personal Data for which the purposes and means of the processing is determined by both Parties together]</b></li> </ul> <p>For the purpose of Clause 1.2 of the joint controller clauses the <b>[insert either Buyer or Supplier]</b> shall be the Party referenced and responsible for those matters set out in Clause 1.2(a)-(e). <b>Insert for the purpose of Paragraph 1.2 of the joint controller clauses which Party (either Supplier or Buyer) shall be responsible for those matters listed in Clause 1.2(a) – (e), including whose privacy policy should apply i.e.</b></p> <p><b>The Parties are Independent Controllers of Personal Data</b></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"> <li>• <b>Business contact details of Supplier Personnel,</b></li> <li>• <b>Business contact details of any directors, officers, employees, agents, consultants and contractors of the Buyer (excluding the Supplier Personnel) engaged in the performance of the Buyer's duties under this Contract.</b></li> <li>• <b>[Insert the scope of other Personal Data provided by one Party who is Data Controller to the other Party who will separately determine the nature and purposes of its processing the Personal Data on receipt.</b></li> </ul> <p>e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Buyer cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Buyer]</p>
Duration of the processing	<b>[Clearly set out the duration of the processing including dates]</b>
Nature and purposes of the processing	<p><b>[Please be as specific as possible, but make sure that you cover all intended purposes.</b></p> <p><b>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc. The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</b></p>
Type of Personal Data	<b>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.]</b>
Categories of Data Subject	<b>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.]</b>
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	<b>[Describe how long the data will be retained for, how it be returned or destroyed]</b>

## Attachment 10 – Transparency Reports

Title	Content	Format	Frequency
[Performance]			
[Charges]			
[Key Sub-Contractors]			
[Technical]			
[Performance management]			

## **Annex 1 – Call Off Terms and Additional/Alternative Schedules and Clauses**