



VARIATION TO CONTRACT FORM

Contract title : **Delivery of Official Controls in Approved Establishments in England and Wales (Lots 1-6)**

Contract Reference : **FS101227**

Variation No : **24** **Date: 10/11/2023.**

Between : **The Food Standards Agency (the Authority) and Eville & Jones (GB) Ltd (the Contractor)**

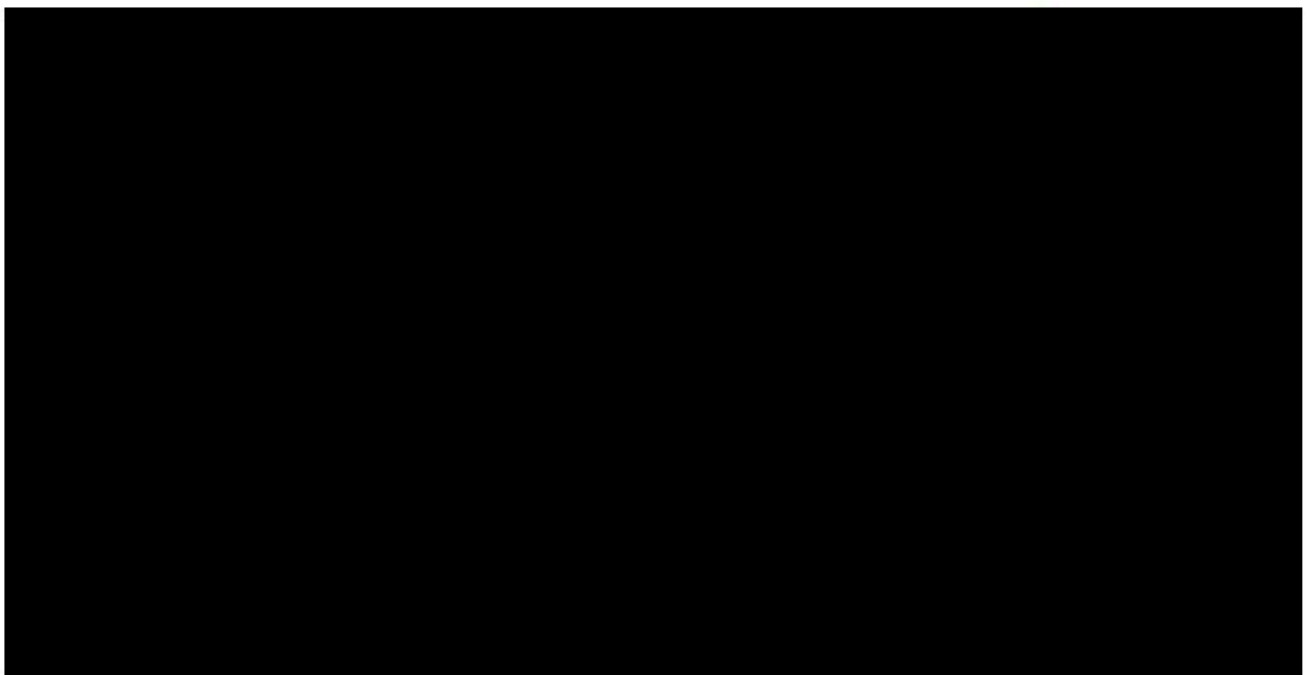
The contract is varied as follows: **Scope.**

1. This variation amends Clause 43.6.4 from the supplier "shall securely erase in a manner agreed with the Authority any or all Authority data held by the Supplier when requested to do so by the Authority" to the supplier "shall securely erase in a manner agreed with the Authority any or all Authority data held by the Supplier when requested to do so by the Authority in accordance with the Operational instructions for Taking, Handling and Storing Photographic and Video Evidence.
2. This variation also inserts Annex 28 Supplier Responsibilities for Taking, Handling and Storing Photographic and Video Evidence.
3. Words and expressions in this Variation shall be given the meanings given to them in the Contract.
4. The contract, including any previous variations, shall remain effective and unaltered except as amended by this variation.

Signed:

For the Authority

For the Contractor



Annex 28 Supplier Responsibilities for Taking, Handling and Storing Photographic and Video Evidence.

1. Supplier internal documented protocols to reflect the requirements contained in the operational instructions for taking, handling, and storage of photographic and video evidence. All Supplier staff are required to comply with these procedures which are part of routine induction training. This includes:
 - Only using official channels of communication for any matters relating to any FSA business (including the transfer of data),
 - only using company-issued mobile devices for capturing and transferring photographic evidence,
 - prohibiting the use of company mobile devices for any non-work related activities,
 - procedures for uploading images collected as part of the enforcement process to the FSA SharePoint site,
 - protocols for referring images to supervisors for guidance on whether further action is appropriate, and
 - the timely deletion of images from mobile devices.
2. All Supplier staff will be asked to confirm, at least annually, during face-to-face catchups with line managers, that they have followed these protocols and that all images have been deleted as required.
3. Supplier staff internal audit checklist to include a direct physical check of all supplier staff mobile devices on site during any internal audit where the relevant section of the checklist has been identified for completion (additional sampling exercise). Supplier is to collate results and report to the FSA annually.
4. Supplier administrative support team will undertake a random check of 10% of any enforcement action submitted to the Veterinary Enforcement Decision Team on a quarterly basis to ensure that no images have been uploaded to the Supplier SharePoint Site.