

# Terms and Conditions for Goods and Services

*This document is available in Welsh*

# Introduction

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## 1. In these Terms and Conditions

'Agreement' has the meaning given to it in Clause 2.2 of the Terms and Conditions.

'Central Government Body' means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:

- a. Government Department
- b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal)
- c. Non-Ministerial Department; or
- d. Executive Agency

'Charges' means the charges for the Deliverables as specified in the Purchase Order.

'Confidential Information' means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential.

'Customer' means the Independent Office for Police Conduct (a company registered in England and Wales with registration number 102410389).

'Data Loss Event' means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach.

'Data Protection Impact Assessment' an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.

'Data Protection Legislation' means (i) the GDPR, any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the Terms and conditions of contract for goods and services extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

'Data Subject Access Request' means a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.

'Date of Delivery' means that date by which the Goods must be Delivered to the Customer, as specified in the Purchase Order.

'Deliver' means hand over the Goods to the Customer at the address and on the date specified in the Purchase Order, which shall include unloading and any other specific

arrangements agreed in accordance with Clause 4.3. Delivered and Delivery shall be construed accordingly.

'Deliverables' means the Goods, Services, and/or software to be supplied under the Contract as set out in the Purchase Order.

'DPA' means the Data Protection Act 2018.

'Effective Date' has the meaning given to it in Clause 2.2 of the Terms and Conditions.

'Expiry Date' means the date for expiry of the Agreement as set out in the Purchase Order.

'FOIA' means the Freedom of Information Act 2000.

'GDPR' means the General Data Protection Regulation (Regulation (EU) 2016/679).

'Goods' means the goods to be supplied by the Supplier to the Customer under the Agreement or Purchase Order.

'Information' has the meaning given under section 84 of the FOIA.

'Intellectual Property Rights' or 'IPR': a. copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trademarks, rights in internet domain names and website addresses and other rights in trade or business names, goodwill, designs, Know-How, trade secrets and other rights in Confidential Information Terms and conditions of contract for goods and services b. applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and c. all other rights having equivalent or similar effect in any country or jurisdiction.

'Key Personnel' means any persons specified as such in the Purchase Order or otherwise notified as such by the Customer to the Supplier in writing.

'Party' the Supplier or the Customer, together the 'Parties'.

'Personal Data' takes the meaning given in the GDPR.

'Protective Measures' means the appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures adopted by it.

'Purchase Order' means an order for the purchase of Deliverables served by the Customer on the Supplier which includes a description of the Deliverables, the price and any terms applying to the purchase of the Deliverables which are additional to these Terms and Conditions.

'Purchase Order Number' means the Customer's unique number assigned to and contained within a Purchase Order.

'Request for Information' has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term 'request' shall apply).

'Services' means the services to be supplied by the Supplier to the Customer under the Purchase Order.

'Specification' means the specification for the Goods and/or Services to be supplied by the Supplier to the Customer (including as to quantity, description, and quality) as specified in the Purchase Order. Terms and conditions of contract for goods and services.

'Staff' means all directors, officers, employees, agents, consultants, and contractors of the Supplier and/or of any sub-contractor of the Supplier engaged in the performance of the Supplier's obligations under the Agreement.

'Staff Vetting Procedures' means vetting procedures that accord with good industry practice or, where applicable, the Customer's procedures for the vetting of personnel as provided to the Supplier from time to time.

'Supplier' means the person, firm, or company whose name appears as the addressee in the Purchase Order.

'Term' means the period from the start date of the Agreement set out in the Purchase Order to the Expiry Date as such period may be extended in accordance with clause 5.1.1 or terminated in accordance with the terms and conditions of the Agreement.

'Terms and Conditions' means these terms and conditions for the supply of Deliverables.

'VAT' means value added tax in accordance with the provisions of the Value Added Tax Act 1994.

'Working Day' means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

## 2. Basis of agreement

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- 2.1. The Purchase Order constitutes an offer by the Customer to purchase the Deliverables subject to and in accordance with the terms contained within it and these Terms and Conditions.
- 2.2. The offer referred to in Clause 2.1 above, shall be deemed to be accepted by the Supplier on the earlier of:
  - 2.2.1. the Supplier issuing written acceptance of the Purchase Order; or
  - 2.2.2. any act by the Supplier consistent with fulfilling the Purchase Order, at which point, and on which date a contract (the 'Agreement') shall become effective (the 'Effective Date').
- 2.3. The Terms and Conditions and any terms and conditions contained within the Purchase Order apply to the Agreement to the exclusion of any other terms that the Supplier seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.
- 2.4. In the event of any conflict between a Clause in these Terms and Conditions and a term of the Purchase Order, the term of the Purchase Order shall prevail.

## 3. Supply of deliverables

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- 3.1. In consideration of the Customer's agreement to pay the Charges, the Supplier shall supply the Deliverables to the Customer for any agreed upon Term and subject to and in accordance with the terms and conditions of the Agreement.
- 3.2. In supplying the Deliverables, the Supplier shall cooperate with the Customer in all matters relating to the supply of said Deliverables and comply with all the Customer's instructions.
- 3.3. In reference to the supply of any Goods, the Supplier shall supply the Goods in accordance with the Specification. The Supplier warrants, represents, undertakes, and guarantees that the Goods supplied under the Agreement shall:
  - 3.3.1. be free from defects (manifest or latent), in materials and workmanship and remain so for 12 months after Delivery.
  - 3.3.2. be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and comply with any applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling, and delivery of the Goods.
  - 3.3.3. conform with the specifications (including the Specification), drawings, descriptions given in quotations, estimates, brochures, sales, marketing

and technical literature or material (in whatever format made available by the Supplier) supplied by, or on behalf of, the Supplier.

- 3.3.4. be free from design defects.
  - 3.3.5. be fit for any purpose held out by the Supplier or made known to the Supplier by the Customer expressly or by implication, and in this respect the Customer relies on the Supplier's skill and judgement. The Supplier acknowledges and agrees that the approval by the Customer of any designs provided by the Supplier shall not relieve the Supplier of any of its obligations under this sub-clause; and
  - 3.3.6. and the Supplier itself shall, comply with all applicable law.
- 3.4. In reference to the Supply of any Services, the Supplier shall:
- 3.4.1. cooperate with the Customer in all matters relating to the Services and comply with all the Customer's instructions.
  - 3.4.2. perform the Services with all reasonable care, skill, and diligence in accordance with good industry practice in the Supplier's industry, profession, or trade.
  - 3.4.3. use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Agreement.
  - 3.4.4. ensure that the Services shall conform with all descriptions and specifications set out in the Specification.
  - 3.4.5. comply with all applicable laws.
  - 3.4.6. provide all equipment, tools and vehicles and other items as are required to provide the Services.
  - 3.4.7. The Customer may by written notice to the Supplier at any time request a variation to the scope of the Services. In the event that the Supplier agrees to any variation to the scope of the Services, the Charges shall be subject to fair and reasonable adjustment to be agreed in writing between the Customer and the Supplier.

## 4. Goods clauses

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4.1. The following subclauses shall apply to the supply of any Goods.

4.2. Cancellation – The Customer shall have the right to cancel the order for the Goods, or any part of the Goods, which have not yet been Delivered to the Customer. The cancellation shall be made in writing. Without prejudice to the generality of the foregoing, the Customer shall pay such Charges or that part of the Charges for Goods which have been Delivered to the Customer or, on the deemed date of service of the notice of cancellation, are already in transit and the costs of materials which the Supplier has purchased to fulfil the order for the

Goods and which cannot be used for other orders or be returned to the Supplier of those materials for a refund. For the avoidance of doubt the Customer shall not be liable for any loss of anticipated profits or any consequential loss.

4.3. Delivery – The Supplier shall Deliver the Goods to the Customer on or by the Date of Delivery. Unless otherwise agreed in writing by the Customer, Delivery shall be on the date and to the address specified in the Purchase Order. Delivery of the Goods shall be completed once the completion of unloading the Goods from the transporting vehicle at the Delivery address has taken place and the Customer has signed for the Delivery.

4.3.1. Any access to the Customer's premises and any labour and equipment that may be provided by the Customer in connection with Delivery of the Goods shall be provided without acceptance by the Customer or the Crown of any liability in respect of any actions, claims, costs and expenses incurred by third parties for any loss of damages to the extent that such loss or damage is not attributable to the negligence or other wrongful act of the Customer or its servant or agent. The Supplier shall indemnify the Customer and the Crown in respect of any actions, suits, claims, demands, losses, charges, costs and expenses, which the Customer or the Crown may suffer or incur as a result of or in connection with any damage or injury (whether fatal or otherwise) occurring in the course of Delivery or installation to the extent that any such damage or injury is attributable to any act or omission of the Supplier or any of his sub Suppliers.

4.3.2. Delivery of the Goods shall be accompanied by a delivery note which shows the Purchase Order Number and the type and quantity of the Goods and, in the case of part Delivery, the outstanding balance remaining to be Delivered.

4.3.3. Unless otherwise stipulated by the Customer in the Purchase Order, Deliveries shall only be accepted by the Customer on Working Days and during normal business hours.

4.3.4. Where (i) the Supplier fails to Deliver the Goods or part of the Goods or (ii) the Goods or part of the Goods do not comply with the provisions of clause 3, then without limiting any of its other rights or remedies implied by statute or common law, the Customer shall be entitled:

4.3.4.1. to terminate the Agreement.

4.3.4.2. request the Supplier, free of charge, to deliver substitute Goods within the timescales specified by the Customer.

4.3.5. to require the Supplier, free of charge, to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid).

4.3.6. to reject the Goods (in whole or part) and return them to the Supplier at the Supplier's own risk and expense and the Customer shall be entitled to a full refund on those Goods or part of Goods duly returned.

- 4.3.7. to buy the same or similar Goods from another supplier and to recover any expenses incurred in respect of buying the goods from another supplier which shall include but not be limited to administration costs, chargeable staff time and extra delivery costs.
- 4.4. Property and guarantee of title – without prejudice to any other rights or remedies of the Customer, title and risk in the Goods shall pass to the Customer when Delivery of the Goods is complete (including off-loading and stacking).
- 4.5. The Supplier warrants that:
  - 4.5.1. it has full clear and unencumbered title to all the Goods.
  - 4.5.2. at the date of Delivery of any of the Goods it shall have full and unrestricted right, power, and authority to sell, transfer and deliver all of the Goods to the Customer. On Delivery the Customer shall acquire a valid and unencumbered title to the Goods.

## 5. Service clauses

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- 5.1. Term – The Agreement shall take effect on the Effective Date and shall expire on the Expiry Date unless it is otherwise extended in accordance with clause
  - 5.1.1 or terminated in accordance with the Terms and Conditions of the Agreement.
  - 5.1.2 The Customer may extend the Agreement for a period of up to 6 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The Terms and Conditions of the Agreement shall apply throughout any such extended period.
- 5.2. Premises and Equipment – If necessary, the Customer shall provide the Supplier with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer's premises by the Supplier, or the Staff shall be at the Supplier's risk.
  - 5.2.1. If the Supplier supplies all or any of the Services at or from the Customer's premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Supplier shall vacate the Customer's premises, remove the Supplier's plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer's premises in a clean, safe and tidy condition. The Supplier shall be solely responsible for making good any damage to the Customer's premises or any objects contained on the Customer's premises which is caused by the Supplier or any Staff, other than fair wear and tear.
  - 5.2.2. If the Supplier supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.

- 5.2.3. The Customer shall be responsible for maintaining the security of its premises in accordance with its standard security requirements. While on the Customer's premises the Supplier shall, and shall procure that all Staff shall, comply with all the Customer's security requirements.
- 5.2.4. Where all or any of the Services are supplied from the Supplier's premises, the Supplier shall, at its own cost, comply with all security requirements specified by the Customer in writing.
- 5.2.5. Without prejudice to clause 3.4.6, any equipment provided by the Customer for the purposes of the Agreement shall remain the property of the Customer and shall be used by the Supplier and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the Customer on expiry or termination of the Agreement.
- 5.2.6. The Supplier shall reimburse the Customer for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Supplier or any Staff. Equipment supplied by the Customer shall be deemed to be in a good condition when received by the Supplier or relevant Staff unless the Customer is notified otherwise in writing within 5 Working Days.

## **6. Charges, payment, and recovery of sums due**

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- 6.1. The Charges for the Deliverables shall be as set out in the Purchase Order and shall be the full and exclusive remuneration of the Supplier in respect of the supply of the Deliverables. Unless otherwise agreed in writing by the Customer, the Charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Deliverables. Including but not limited to the costs of packaging, insurance, Delivery, unloading, stacking and carriage.
- 6.2. All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. The Customer shall, following the receipt of a valid VAT invoice, pay to the Supplier a sum equal to the VAT chargeable in respect of the Deliverables.
- 6.3. The Supplier shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Deliverables supplied in the invoice period. For Goods, the Supplier shall provide an invoice following Delivery of the Goods.
- 6.4. In consideration of the supply of the Deliverables by the Supplier, the Customer shall pay the Supplier the invoiced amounts no later than 30 days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. The Customer may, without prejudice to any other rights and remedies under the Agreement, withhold or reduce payments in the event of an unsatisfactory product or performance.

- 6.5. If the Customer fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of paragraph 6.4 after a reasonable time has passed.
- 6.6. If there is a dispute between the Parties as to the amount invoiced, the Customer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Deliverables unless the Supplier is entitled to terminate the Agreement for a failure to pay undisputed sums in accordance with the relevant clause, c.16.3 for Goods and c.17.4 for Services. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 21.
- 6.7. If a payment of an undisputed amount is not made by the Customer by the due date, then the Customer shall pay the Supplier interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.
- 6.8. Where the Supplier enters into a sub-contract, in accordance with clauses 8.1 to 8.3 the Supplier shall include in that sub-contract:
- 6.8.1. Provisions having the same effects as clauses 6.3 to 6.7 of this Agreement; and
  - 6.8.2. A provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as 5.3 to 5.7 of this Agreement.
  - 6.8.3. In this clause 5.8, 'sub-contract' means a contract between two or more suppliers, at any stage of remoteness from the Customer in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.
- 6.9. If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Customer in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Customer. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.

## **7. Staff and key personnel**

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- 7.1. If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Supplier:
- 7.1.1. refuse admission to the relevant person(s) to the Customer's premises.

- 7.1.2. direct the Supplier to end the involvement in the provision of the Deliverables of the relevant person(s); and/or
  - 7.1.3. require that the Supplier replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered, and the Supplier shall comply with any such notice.
- 7.2. The Supplier shall:
- 7.2.1. ensure that all Staff are vetted in accordance with the Staff Vetting Procedures.
  - 7.2.2. if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer's premises in connection with the Agreement; and
  - 7.2.3. procure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.
- 7.3. For a contract concerning services only: any Key Personnel shall not be released from supplying the Services without the agreement of the Customer, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.
- 7.3.1. Any replacements to the Key Personnel shall be subject to the prior written agreement of the Customer (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

## **8. Assignment and sub-contracting**

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- 8.1. The Supplier shall not without the written consent of the Customer assign, subcontract, novate or in any way dispose of the benefit and/or the burden of the Agreement or any part of the Agreement. The Customer may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Supplier shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.
- 8.2. Where the Customer has consented to the placing of sub-contracts, the Supplier shall, at the request of the Customer, send copies of each subcontract, to the Customer as soon as is reasonably practicable.
- 8.3. The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Supplier provided that such assignment, novation, or disposal shall not increase the burden of the Supplier's obligations under the Agreement.

## 9. Intellectual property rights

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- 9.1. All Intellectual Property Rights in any materials provided by the Customer to the Supplier for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Supplier a royalty free, non-exclusive, non-sub-licensable and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.
- 9.2. In the event that the Supplier uses any third-party copyright or other intellectual property in its performance of its obligations under the Agreement, it hereby represents, undertakes, and warrants to the Customer that it shall possess and maintain all necessary licences, authorisations and consents for the Supplier and the Customer to use (with a right to sub license) such copyright or intellectual property for the purposes of this Agreement.
- 9.3. The Parties agree that all Intellectual Property Rights in any materials created or developed by the Supplier pursuant to this Agreement or arising as a result of the provision of the Services shall vest in the Customer and the Supplier hereby assigns such Intellectual Property Rights by way of current assignment of future rights and shall execute all such assignments as are required to ensure such rights are properly transferred to the Customer with full title guarantee free from any restrictions or third party right and the Supplier undertakes to procure that any third party engaged by the Supplier to produce materials pursuant to this Agreement shall assign such Intellectual Property Rights in the same way to the Customer.
- 9.4. The Supplier shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim made against the Customer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Deliverables, to the extent that the claim is attributable to the acts or omission of the Supplier or any Staff, agents or subcontractors (including students).
- 9.5. The Supplier shall obtain waivers of all moral rights in any materials created or developed by the Supplier pursuant to this Agreement or arising as a result of the provision of the Deliverables to which any individual is now or may be at any future time entitled.
- 9.6. The Supplier shall not furnish the name, trademark, or proprietary indicia of the Customer, use as a reference, or utilise the name, trademark, or proprietary indicia of the College of Policing, in any customer list, advertising, announcement, press release or promotional materials, including testimonials,

quotations, case studies, and other endorsements. No exceptions are granted without the prior written consent of the College of Policing. Such consent to be granted or withheld is the sole and absolute discretion of the Customer.

9.7. For the avoidance of doubt, this Clause 9 shall survive the expiry or earlier termination of this Agreement.

## **10. Governance and records**

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10.1. The Supplier shall:

10.1.1. attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and

10.1.2. submit progress reports to the Customer at the times and in the format specified by the Customer.

10.2. The Supplier shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it and all payments made by the Customer. The Supplier shall on request afford the Customer or the Customer's representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.

## **11. Confidentially, transparency, and publicity**

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11.1. Subject to clause 11.2, each Party shall:

11.1.1. treat all Confidential Information it receives as confidential; safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and

11.1.2. not use or exploit the disclosing Party's Confidential Information in any way except for the purposes anticipated under the Agreement.

11.2. Notwithstanding clause 11.1, a Party may disclose Confidential Information which it receives from the other Party:

11.2.1. where disclosure is required by applicable law or by a court of competent jurisdiction.

11.2.2. to its auditors or for the purposes of regulatory requirements.

11.2.3. on a confidential basis, to its professional advisers.

11.2.4. to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010.

- 11.2.5. where the receiving Party is the Supplier, to the Staff on a need-to-know basis to enable performance of the Supplier's obligations under the Agreement provided that the Supplier shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 11.2.5 shall observe the Supplier's confidentiality obligations under the Agreement; and
- 11.2.6. where the receiving Party is the Customer:
- 11.2.6.1. on a confidential basis to the employees, agents, consultants, and contractors of the Customer
  - 11.2.6.2. on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which the Customer transfers or proposes to transfer all or any part of its business.
  - 11.2.6.3. to the extent that the Customer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
  - 11.2.6.4. in accordance with clause 12 and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Customer under this clause 11.
- 11.3. The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information and the Supplier hereby gives its consent for the Customer to publish this Agreement in its entirety to the general public (but with any information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Agreement agreed from time to time. The Customer may consult with the Supplier to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.
- 11.4. The Supplier shall not and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the prior written consent of the Customer.

## 12. Freedom of information

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- 12.1. The Supplier acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:
- 12.1.1. provide all necessary assistance and cooperation as reasonably requested by the Customer to enable the Customer to comply with its obligations under the FOIA and the Environmental Information Regulations 2004.

- 12.1.2. transfer to the Customer all Requests for Information relating to this Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt.
  - 12.1.3. provide the Customer with a copy of all Information belonging to the Customer requested in the Request for Information which is in its possession or control in the form that the Customer requires within 5 Working Days (or such other period as the Customer may reasonably specify) of the Customer's request for such Information; and
  - 12.1.4. not respond directly to a Request for Information unless authorised in writing to do so by the Customer.
- 12.2. The Supplier acknowledges that the Customer may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the Supplier or the Deliverables (including commercially sensitive information) without consulting or obtaining consent from the Supplier. In these circumstances the Customer shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the Supplier advance notice, or failing that, to draw the disclosure to the Supplier's attention after any such disclosure.
- 12.3. Notwithstanding any other provision in the Agreement, the Customer shall be responsible for determining in its absolute discretion whether any Information relating to the Supplier, or the Deliverables is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.

## **13. Data protection**

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- 13.1. Both Parties will comply with all applicable requirements of the Data Protection Legislation. This clause 13 is in addition to, and does not relieve, remove, or replace, a party's obligations under the Data Protection Legislation.
- 13.2. The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the data controller, and the Supplier is the data processor (where Data Controller and/or Controller and Data Processor and/or Processor (as relevant) have the meanings as defined in the Data Protection Legislation). Where applicable, a completed version of the template found in Schedule 1 to these Terms and Conditions will be completed by the Customer and issued to the Supplier alongside the purchase Order to set out the scope, nature and purpose of processing by the Supplier, the duration of the processing and the types of personal data (as defined in the Data Protection Legislation, Personal Data) and categories of Data Subject.
- 13.3. Without prejudice to the generality of clause 13.1, the Customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful

transfer of the Personal Data to the Supplier for the duration and purposes of this Agreement.

13.4. Without prejudice to the generality of clause 14.1, the Supplier shall, in relation to any Personal Data processed in connection with the performance by the Supplier of its obligations under this agreement:

13.4.1. process that Personal Data only on the written instructions of the Customer unless the Supplier is required by the laws of any member of the European Union or by the laws of the European Union applicable to the Supplier to process Personal Data (Applicable Laws). Where the Supplier is relying on laws of a member of the European Union or European Union law as the basis for processing Personal Data, the Supplier shall promptly notify the Customer of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Supplier from so notifying the Customer.

13.4.2. ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Customer, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it).

13.4.3. ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and

13.4.4. not transfer any Personal Data outside of the European Economic Area unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:

13.4.4.1. the Customer or the Supplier has provided appropriate safeguards in relation to the transfer

13.4.4.2. the data subject has enforceable rights and effective legal remedies

13.4.4.3. the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and

13.4.4.4. the Supplier complies with reasonable instructions notified to it in advance by the Customer with respect to the processing of the Personal Data.

13.4.5. assist the Customer, at the Customer's cost, in responding to any request from a Data Subject and in ensuring compliance with its

obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators.

- 13.4.6. notify the Customer without undue delay on becoming aware of a Personal Data breach
  - 13.4.7. at the written direction of the Customer, delete or return Personal Data and copies thereof to the Customer on termination of the agreement unless required by Applicable Law to store the Personal Data; and
  - 13.4.8. maintain complete and accurate records and information to demonstrate its compliance with this clause 13 and allow for audits by the Customer or the Customer's designated auditor.
- 13.5. The Customer does not consent to the Supplier appointing any third-party processor of Personal Data under this agreement.
- 13.6. The Customer may, at any time on not less than 30 days' notice, revise this clause 13 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when replaced by attachment to this agreement).
- 13.7. When handling Customer data (whether or not Personal Data), the Supplier shall ensure the security of the data is maintained in line with the security requirements of the Customer as notified to the Supplier from time to time.

## 14. Liability

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- 14.1. The Supplier shall not be responsible for any injury, loss, damage, cost, or expense suffered by the Customer if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Agreement.
- 14.2. Subject always to clause 14.3
- 14.2.1. the aggregate liability of the Supplier in respect of all defaults, claims, losses, or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Goods, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Supplier; and
  - 14.2.2. except in the case of claims arising under clauses 9.4 and 20.3, in no event shall either Party be liable to the other Party for any:
    - 14.2.2.1. loss of profits
    - 14.2.2.2. loss of business
    - 14.2.2.3. loss of revenue
    - 14.2.2.4. loss of or damage to goodwill
    - 14.2.2.5. loss of savings (whether anticipated or otherwise); and/or
    - 14.2.2.6. any indirect, special, or consequential loss or damage.

- 14.3. Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:
- 14.3.1. death or personal injury caused by its negligence or that of its Staff
  - 14.3.2. fraud or fraudulent misrepresentation by it or that of its Staff
  - 14.3.3. breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or
  - 14.3.4. any other matter which, by law, may not be excluded or limited.
- 14.4. The Supplier's liability under the indemnity in clauses 9.4 and 20.3 shall be unlimited.

## **15. Force majeure**

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- 15.1. Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than 30 days, either Party may terminate the Agreement by written notice to the other Party.

## **16. Termination of purchase order for goods**

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- 16.1. Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement in whole or in part before Delivery or after Delivery (where only part of Goods have been Delivered) by written notice to the Supplier with immediate effect if the Supplier:
- 16.1.1. without prejudice to clause 16.1.5, is in material breach of any obligation under the Agreement which is not capable of remedy.
  - 16.1.2. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement.
  - 16.1.3. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied.
  - 16.1.4. undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988.
  - 16.1.5. breaches the provisions of clauses 7.2, 11, 12, 13, and 18.
  - 16.1.6. becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative

receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 16.1.6) in consequence of debt in any jurisdiction; or

- 16.1.7. fails to comply with legal obligations in the fields of environmental, social, or labour law.
- 16.2. The Supplier shall notify the Customer as soon as practicable of any change of control as referred to in clause 16.1.4 or any potential such change of control.
- 16.3. In addition to the Supplier's statutory rights, the Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
- 16.4. Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under clauses 2,3.2, 3.3, 7, 9, 10.2, 11, 12, 13, 14, 16.5, 18.4, 20.3, 21 and 22.7 and any other term or condition of the Agreement that either expressly or by implication has effect after termination.
- 16.5. Upon termination or expiry of the Agreement, the Supplier shall:
  - 16.5.1. give all reasonable assistance to the Customer and any incoming supplier of Goods; and
  - 16.5.2. return all requested documents, information, and data to the Customer as soon as reasonably practicable.

## **17. Termination of purchase order for services**

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- 17.1. The Customer may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 17.2. Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement by written notice to the Supplier with immediate effect if the Supplier:
  - 17.2.1. without prejudice to clause 17.2.5, is in material breach of any obligation under the Agreement which is not capable of remedy.
  - 17.2.2. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement.
  - 17.2.3. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Supplier receiving notice specifying the breach and requiring it to be remedied.

- 17.2.4. undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988.
- 17.2.5. breaches any of the provisions of clauses 7.2, 11, 12, 13 and 19.
- 17.2.6. becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Supplier (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Supplier's assets or business, or if the Supplier makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 17.2.6) in consequence of debt in any jurisdiction; or
- 17.2.7. fails to comply with legal obligations in the fields of environmental, social, or labour law.
- 17.3. The Supplier shall notify the Customer as soon as practicable of any change of control as referred to in clause 17.2.4 or any potential such change of control.
- 17.4. The Supplier may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.
- 17.5. Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.4, 5.2, 5.2.1, 5.2.5, 5.2.6, 7, 9, 10.2, 11, 12, 13, 14, 17.6, 19.4, 20.3, 21 and 22.7 or any other provision of the Agreement that either expressly or by implication has effect after termination.
- 17.6. Upon termination or expiry of the Agreement, the Supplier shall:
  - 17.6.1. give all reasonable assistance to the Customer and any incoming supplier of the Services; and
  - 17.6.2. return all requested documents, information, and data to the Customer as soon as reasonably practicable.

## **18. Compliance for goods**

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- 18.1. The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's premises, and which may affect the Supplier in the performance of its obligations under the Agreement.
- 18.2. The Supplier shall:
  - 18.2.1. comply with the reasonable requirements of the Customer's security arrangements.
  - 18.2.2. comply with all the Customer's health and safety measures.

- 18.2.3. notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
  - 18.2.4. perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Supplier from time to time.
  - 18.2.5. take all reasonable steps to secure the observance of clause 18.2.4 by all Staff; and
  - 18.2.6. supply the Goods and any packaging in accordance with the Customer's environmental policy as provided from time to time.
- 18.3. The Goods shall be packed and marked in a proper manner and in accordance with any instructions specified in the Purchase Order, any statutory requirements, and any requirements of the carriers. All packaging materials shall be considered nonreturnable. The Supplier shall indemnify the Customer against all actions, suits, claims, demands, losses, charges, costs, and expenses which the Customer may suffer or incur as a result of, or in connection with, any breach of this clause 18.3.
- 18.4. The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
- 18.4.1. The Official Secrets Acts 1911 to 1989 and National Security Act 2023; and
  - 18.4.2. Section 182 of the Finance Act 1989.

## **19. Compliance for services**

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- 19.1. The Supplier shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Supplier of any health and safety hazards which may exist or arise at the Customer's premises, and which may affect the Supplier in the performance of its obligations under the Agreement.
- 19.2. The Supplier shall:
- 19.2.1. comply with all the Customer's health and safety measures while on the Customer's premises; and
  - 19.2.2. notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury
- 19.3. The Supplier shall:

- 19.3.1. perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Supplier from time to time; and
- 19.3.2. take all reasonable steps to secure the observance of clause 19.3.1 by all Staff.
- 19.4. The Supplier shall supply the Services in accordance with the Customer's environmental policy as provided to the Supplier from time to time.
- 19.5. The Supplier shall comply with, and shall ensure that its Staff shall comply with, the provisions of:
  - 19.5.1. The Official Secrets Acts 1911 to 1989 and National Security Act 2023; and
  - 19.5.2. Section 182 of the Finance Act 1989.

## **20. Prevention of fraud and corruption**

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- 20.1. The Supplier shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.
- 20.2. The Supplier shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Staff and the Supplier (including its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
- 20.3. If the Supplier or the Staff engages in conduct prohibited by clause 20.1 or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:
  - 20.3.1. terminate the Agreement and recover from the Supplier the amount of any loss suffered by the Customer resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Deliverables and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or
  - 20.3.2. recover in full of the Supplier any other loss sustained by the Customer in consequence of any breach of this clause.

## **21. Dispute resolution**

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- 21.1. The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts

shall involve the escalation of the dispute to an appropriately senior representative of each Party.

- 21.2. If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 21.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator ('Mediator') chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 21.3. If the Parties fail to appoint a Mediator within one month or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

## 22. General

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- 22.1. Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences, and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 22.2. A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 22.3. The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 22.4. The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations, or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.
- 22.5. Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 22.6. The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship, or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.

- 22.7. Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute, or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 22.8. If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void, or unenforceable, the provision shall, to the extent required, be severed from the Agreement, and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

## **23. Notice**

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- 23.1. Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 23.3, email to the address of the relevant Party set out in the Purchase Order, or such other address as that Party may from time to time notify to the other Party in accordance with this clause.
- 23.2. Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise, delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.
- 23.3. Notices under clauses 15 (Force Majeure) and 16 or 17 (Termination of Purchase Order for Goods or Services respectively) may be served by email only if the original notice is then sent to the recipient by personal delivery or recorded delivery in the manner set out in clause 22.1.

## **24. Governing law and jurisdiction**

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- 24.1. The validity, construction and performance of the Agreement, and all contractual and non-contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

## 25. Police Barred List

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- 25.1. Under Section 88E of Part 4A Police Act 1996 (the “1996 Act”), the IOPC is prohibited from entering a contract for the provision of services where the terms of the contract would allow a barred person to be involved in the exercise of relevant public functions.
- 25.2. A barred person is a person who has been reported to the College of Policing under Section 88A of the 1996 Act for inclusion on the Police Barred List maintained by the College of Policing under Section 88B of the 1996 Act.
- 25.3. Relevant public functions are functions of a public nature exercisable in, or in relation to, England and Wales that relate to policing or law enforcement, as defined in Section 88C(7) of the 1996 Act.
- 25.4. This Contract concerns the provision of services which the IOPC considers to be relevant public functions within the meaning of the 1996 Act.
- 25.5. Throughout the duration of this Agreement, the Supplier must:
  - 25.5.1. provide to the IOPC the name and date of birth of all the Supplier’s Personnel who will be involved in the delivery of this Agreement.
  - 25.5.2. provide to the IOPC any other personal details of the personnel involved in the delivery of this contract as the IOPC may specify are required for the purposes of confirming the Supplier’s Personnel are not barred persons.
  - 25.5.3. notify the IOPC of any changes in personnel involved in the delivery of this contract and provide the name, date of birth and any other personal details as the IOPC may specify of any additional personnel who will be involved in the delivery of this Agreement.
- 25.6. The IOPC is required to check the personal details of the personnel provided in accordance with 25.5 against the Police Barred List. The IOPC will conduct such checks on a regular basis.
- 25.7. At the request of the IOPC, the Supplier must cease the involvement in the delivery of this Agreement of any person who is or becomes a barred person. If the Supplier replaces that person with alternative personnel, the personal details of the alternative personnel must be provided to the IOPC in accordance with 25.5.
- 25.8. Any failure by the Supplier to provide personal details in accordance with 25.5, any failure to provide accurate personal details in accordance with 25.5 and any failure to remove a barred person from delivery of this Agreement in accordance with 25.7 will constitute a material breach of the terms of this Agreement and the IOPC may terminate the Contract in accordance with clauses 16 and 17.

## SCHEDULE 1

### Schedule of Processing, Personal Data and Data Subjects

1. The Supplier shall comply with any further written instructions with respect to processing by the IOPC.
2. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Subject matter of the processing	<i>[This should be a high level, short description of what the processing is about i.e. its subject matter]</i>
Duration of the processing	<i>[Clearly set out the duration of the processing including dates]</i>
Nature and purposes of the processing	<p><i>[Please be as specific as possible, but make sure that you cover all intended purposes.</i></p> <p><i>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.</i></p> <p><i>The purpose might include, by way of examples only: employment processing, statutory obligation, recruitment assessment etc]</i></p>
Type of Personal Data	<i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc]</i>
Categories of Data Subject	<i>[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]</i>
Arrangements for return or destruction of the data once processing is complete	<p><i>[To be amended as appropriate]</i></p> <p><i>To be kept until IOPC confirm all required work completed. Data to be returned to IOPC / destroyed thereafter. In accordance with IOPC Retention and Disposal Policy, all material is deleted after 6 years unless there are specific IOPC requirements to retain for longer</i></p>

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We welcome correspondence and telephone calls in Welsh, no delays will be experienced  
Rydym yn croesawu gohebiaeth a galwadau ffôn yn y Gymraeg, ni fydd oedi mewn ymateb

