



Schedule 1

CONTRACT DETAILS AND SIGNATURE PAGE

Date **[Insert date here]**..... 2022

Contract Number	DN645422
Council	Bournemouth, Christchurch and Poole Council
Council Address	BCP Civic Centre, Bourne Avenue, Bournemouth, BH2 6DY
Council Representative	Name: Thomas Uglow Email: Thomas.uglow@bcpcouncil.gov.uk Telephone: [Insert here] Postal address: Civic Centre, Bourne Avenue, Bournemouth, BH2 6DY
Supplier Name	[Insert Company Name and Company Number from Companies House here]
Supplier Address	[Insert Registered Office Address from Companies House here]
Supplier VAT Number	[Insert here]
Contract Dates	[Insert here in full, from and to in words]
Schedules	Schedule 1: Contract Details and Signature Page Schedule 2: Price and Payment Schedule 3: Specification Schedule 4: Data Processing Schedule 5: Tender Documents

Signed by **[NAME OF AUTHORISED SIGNATORY]**

for and on behalf of

**BOURNEMOUTH, CHRISTCHURCH
AND POOLE COUNCIL**

.....
**[Position/Title of Authorised
Signatory]**

Signed by **[NAME OF DIRECTOR]**

for and on behalf of **[NAME OF SUPPLIER]**

.....
Director



Schedule 2
PRICE AND PAYMENT



Schedule 3

Appendix 1 – Specification of LAEP



Schedule 4 **DATA PROCESSING**

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

PROCESSING BY THE SUPPLIER

A. Scope Description Details

Subject matter of the Processing.

As a supplier contracted to supply services to Bournemouth, Christchurch and Poole Council, the Supplier may Process Personal Data in order to provide the Services.

B. Duration of the Processing

The period of the Processing shall be the length of this Agreement.

C. Nature and purposes of the Processing

The names and contact information of residents, service users and Council staff may be Processed. This could involve collecting, recording, organising, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmission, disseminating or otherwise making available, aligning or combining, restricting, erasing or destroying the Personal Data (whether or not by automated means). The purpose of the Processing shall be to provide the Services pursuant to this Agreement as required.

D. Type(s) of Personal Data

- Title
- First and middle names
- Surname
- Email address
- Telephone numbers
- Full address

E. Categories of Data Subject

Residents, service users and Council staff.

F. Termination Provision

The Supplier shall destroy and return to the Council the Personal Data and copies thereof once the Processing is complete UNLESS there is a requirement under the Law or a written direction of the Council that the Supplier stores the Personal Data. The Supplier shall keep the Personal Data for no longer than is necessary for the purposes for which the Personal Data is Processed.



The Supplier shall keep the Personal Data for no longer than is necessary for the purposes for which the Personal Data is Processed.



Schedule 5
TENDER DOCUMENTS