



Schedule 1

**CONTRACT DETAILS AND SIGNATURE PAGE**

Date \*\*\*\*\*

|                               |  |
|-------------------------------|--|
| <b>Contract Number</b>        | DN*****  |
| <b>Council</b>                | Bournemouth, Christchurch and Poole Council  |
| <b>Council Address</b>        | BCP Civic Centre, Bourne Avenue, Bournemouth,<br>BH2 6DY   |
| <b>Council Representative</b> | Name: *****<br>Email: *****<br>Postal address:<br>BCP Council<br>BCP Council Civic Centre<br>Bournemouth<br>Dorset<br>BH2 6DY  |
| <b>Supplier Name</b>          | *****  |
| <b>Supplier Address</b>       | *****  |
| <b>Supplier VAT Number</b>    | [Insert here]  |
| <b>Contract Dates</b>         | [Insert here]  |
| <b>Schedules</b>              | Schedule 1: Contract Details and Signature Page<br>Schedule 2: Price and Payment<br>Schedule 3: Specification<br>Schedule 4: Data Processing<br>Schedule 5: Tender Documents |

Signed by \*\*\*\*\*  
for and on behalf of  
**BOURNEMOUTH, CHRISTCHURCH  
AND POOLE COUNCIL**

.....  
Director of Commissioning

Signed by [NAME OF DIRECTOR]  
for and on behalf of [NAME OF SUPPLIER]

.....  
Director



Schedule 2  
**PRICE AND PAYMENT**



## Schedule 3 **Specification**



## 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**

**As per separate bid attachments.**