Schedule 1

AGREEMENT DETAILS AND SIGNATURE PAGE

Date …… 2021

Contract Number	[Insert here]
Council	Bournemouth, Christchurch and Poole Council
Council Address	Civic Centre, Bourne Avenue, Bournemouth, BH2 6DY
Council Representative	Name: [Insert here] Email: [Insert here] Telephone: [Insert here] Postal address: [Insert here]
Supplier	[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]
Schedules	Schedule 1: Agreement Details and Signature Page Schedule 2: Price and Payment Schedule 3: Specification Schedule 4: Data Processing [Any other schedules insert here]

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

[Insert: how much (excl. VAT).

When: if you intend to make payment differently from Clause 4.5 please insert when, e.g.

- *Payment longer than 30 days?*
- *Are you paying by milestones? – If so, insert each individual milestone, the date by which it should be achieved and the amount paid per milestone. Will you pay 30 days after that milestone has been achieved? If not, when will you make payment?]*

Schedule 3

SPECIFICATION

[Insert your specification here.

*Ensure that you insert a definition of "**Agreement Period**" in your specification in accordance with Clause 2.1 and its definition in Clause 1.3.2, e.g. a date after Delivery if it is a one off, the date that you Accept the Goods (note the definition of "Acceptance" though – it does not mean when they are Delivered), etc.*

Ensure that you give a detailed description of the Goods that you require – certain make, model, designs, colours, specific qualities, standards, etc.]

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 goods to Bournemouth, Christchurch and Poole Council, the Supplier may Process Personal Data in order to provide the Goods. The Personal Data shall comprise the names and contact information of Council staff members.

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 Council staff members 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 Goods pursuant to this Agreement as required.

D. Type(s) of Personal Data

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

E. Categories of Data Subject

Staff of Bournemouth, Christchurch and Poole Council.

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.