



Schedule 1

AGREEMENT DETAILS AND EXECUTION SCHEDULE

Date

Contract Number	DN632335
Council	Bournemouth, Christchurch and Poole Council
Council Address	Civic Centre, Bourne Avenue, Bournemouth, BH2 6DY
Council Representative	Name: Rachel Doe Email: rachel.doe@bcpcouncil.gov.uk Telephone: 01202 128985 Postal address: Civic Centre, Bourne Avenue, Bournemouth, BH2 6DY
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 Execution Schedule Schedule 2: Price and Payment Schedule 3: Specification (See appendix 1) Schedule 4: Data Processing [Any other schedules insert here]



This Agreement has been executed as a Deed on the date stated at the beginning of this Schedule 1 (*Agreement Details and Execution Schedule*).

EXECUTED AS A DEED BY)
[NAME OF])
SUPPLIER)
acting by)
[Name of Director],) Signature of Director
a Director, in the presence of:)

Signature of Witness:

Full Name of Witness:

Address of Witness:

Occupation of Witness:

EXECUTED AS A DEED BY)
BOURNEMOUTH,)
CHRISTCHURCH AND POOLE)
COUNCIL)
by affixing the common seal in)
the presence of:)

Signature:

Full Name:

Position: Head of Legal Services/Deputy Monitoring Officer



Schedule 2
PRICE AND PAYMENT

Contract Value:

Yr1 - £82,739
Yr2 - £151,337
Yr3 - £167,996
Yr 4 - £176,381

Total contract value - £736,024

Payment: See Clause 4.5

Schedule 3
SPECIFICATION

See Appendix 1



Appendix 1 - Specification for DSILH v1.00



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 the Council, the Supplier may Process Personal Data in order to provide the Services. The Personal Data shall comprise the names and contact information of service users and 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 Digital Skills Innovation and Learning Hub is a physical location within Boscombe providing a walk-in service to residents in the area. The objective of the hub is to upskill residents in digital competence, provide guidance and access to educational courses in the digital sector (both provided within the hub and externally through existing skills providers) and provide a business incubator for entrepreneurs and start-ups in the digital sector locally, thus increasing Boscombe's digital community and contributing to regeneration in the area. Personal Data will need to be Processed for the purpose providing the Services pursuant to this Agreement as required, in particular skills mapping and career progression.

The Processing may 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).

D. Type(s) of Personal Data

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



- Home address
- Qualifications
- Professional experience

E. Categories of Data Subject

- Service users known to the Council
- Staff of the 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.