

**The British Council:** **[THE BRITISH COUNCIL**, incorporated by Royal Charter and registered as a charity (under number 209131 in England & Wales and number SC037733 in Scotland), with its principal office at 1 Redman Place, Stratford, London E20 1JQ **OR** ***[insert name of appropriate local entity where relevant outside the UK] [where appropriate add the following wording] [operating through its local office at [insert office address and details]]***

**The Service Provider:** ***[insert name and address details (and company number, if appropriate)]***

**Date:** ***[insert date when signed by the second party to sign (which should be the British Council)]***

This Agreement is made on the date set out above subject to the terms set out in the schedules listed below which both the British Council and the Service Provider undertake to observe in the performance of this Agreement.

The Service Provider shall supply to the British Council, and the British Council shall acquire and pay for, the Services and the related Deliverables (if any) described in Schedule 1 and/or Schedule 2 and/or any Order Contract, on the terms of this Agreement.

### **Schedules**

<b>Schedule 1</b>	Special Terms
<b>Schedule 2</b>	Services and Deliverables
<b>Schedule 3</b>	Charges
<b>Schedule 4</b>	Standard Terms
<b>Schedule 5</b>	Order Process
<b>Schedule 6</b>	Template Form of Order for Services
<b>Schedule 7</b>	Data Processing Schedule
<b>Schedule 8</b>	Deed of Collateral Warranty

This Agreement shall only become binding on the British Council upon its signature by an authorised signatory of the British Council subsequent to signature by or on behalf of the Service Provider.

**IN WITNESS** whereof the parties or their duly authorised representatives have entered into this Agreement on the date set out above.

**Signed by the duly authorised representative of THE BRITISH COUNCIL**

Name:	.....	Signature:	.....
Position:	.....		

**Signed by the duly authorised representative of [*insert name of Service Provider*]**

Name:	.....	Signature:	.....
Position:	.....		

## **Schedule 1**

### **Special Terms**

Terms defined in this Schedule 1 and in Schedule 4 shall have the same meanings when used throughout this Agreement.

The supply of the Services referred to above shall be regulated by the Schedules to this Agreement and any Order Contracts, which shall include any Order Specific Terms. In the case of any conflict between the provisions of these Schedules and documents, to the extent of such conflict, the following order of precedence shall apply:

1. The relevant Order Contract (including any Order Specific Terms);
2. Schedule 1 (Special Terms);
3. Schedule 4 (Standard Terms); and
4. All other Schedules to this Agreement.

For the purposes of the provision of the Services and any Deliverables, the terms of this Agreement and any relevant Order Contract shall prevail over any other terms and conditions issued by the British Council or the Service Provider (whether on a purchase order or otherwise).

## **1 Commencement and Term**

- 1.1 This Agreement shall commence on **[insert date]** (the “**Commencement Date**”) and shall continue, subject to clause 1.2 below, for a period of **[insert number]** months from the Commencement Date (the “**Term**” of this Agreement). The “**Term**” for the purposes of any Order Contract shall be as set out in the relevant Order Contract and shall in no circumstances continue beyond the Term of this Agreement.
- 1.2 The parties may terminate this Agreement in accordance with clause 14 of Schedule 4 (Standard Terms) or extend the Term of this Agreement or any Order Contract as mutually agreed in writing, provided always that any extension of either the Term of the Agreement or any Order Contract shall not exceed **[twelve (12)]** months in duration.
- 1.3 This Agreement shall only become binding on the British Council upon its signature by an authorised signatory of the British Council subsequent to signature by or on behalf of the Service Provider.
- 1.4 The Service Provider acknowledges that in entering into this Agreement, the British Council makes no assurances, guarantees or representations about:
  - 1.4.1 the frequency or volume of the Services it may need to acquire from the Service Provider; or

1.4.2 the level of income that may be generated by the Service Provider in providing the Services to the British Council.

## **2 Order Process**

2.1 The Service Provider shall fulfil all orders for Services (“**Orders**”) placed at any time during the Term of this Agreement in accordance with the order process set out at Schedule 5 (“**Order Process**”). For the avoidance of doubt, each Order shall form a separate agreement between the British Council and the Service Provider, but shall incorporate the terms of this Agreement (an “**Order Contract**”). Accordingly, in providing Services under any Order Contract, the Service Provider shall comply with the terms of this Agreement. An Order may contain additional specific terms requested by the British Council and agreed by the Service Provider (“**Order Specific Terms**”) varying or supplementing the terms of this Agreement for the purposes of that Order Contract only.

2.2 Each Order will, where appropriate, set out details of any specific Services to be provided, locations at which the Services are to be provided (“**Location(s)**”), and any agreed timescales relevant to that Order.

## **3 End Client**

3.1 **Not Applicable**

## **4 Equipment**

4.1 **Not Applicable**

## **5 Key Personnel**

5.1 The Service Provider shall deploy the following persons in the provision of its Services: **[insert list]** (the “**Key Personnel**”).

## **6 Service of notices**

6.1 For the purposes of clause 35 of Schedule 4 notices are to be sent to the following addresses:

To the British Council	To the Service Provider
<b><i>[The British Council 10 Spring Gardens London SW1A 2BN]</i></b>  <b><i><u>[Attention: insert name and job title]</u></i></b>	<b><i><u>[Insert address]</u></i></b> <b><i><u>[Attention: insert name and job title]</u></i></b>

<b>Email: <u>[insert email address(es) to which notices may be sent]</u></b>	<b>Email: <u>[insert email address(es) to which notices may be sent]</u></b>
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## **7 Insurance Requirements**

- 7.1 The Service Provider shall take out and maintain with a reputable insurance company during the Term of this Agreement and any Order Contract the following cover types with the following indemnity limits:

<b>Insurance Cover</b>	<b>Indemnity Limit</b>
Employers' Liability / Workers' Compensation	in line with appropriate legislation
Public liability	<b>£800,000</b> per occurrence and in the aggregate (annual total of all losses)
Professional indemnity	<b>£800,000</b> per occurrence and in the aggregate (annual total of all losses)

or such other insurance cover types and indemnity limits as may be agreed between the parties in writing from time to time.

## **8 Working Hours**

- 8.1 For the purposes of this Agreement "**Working Hours**" and "**Working Days**" shall mean ***[insert relevant working hours/working days, details for territory in which services are to be provided, premises at which services are to be provided or for the relevant End Client [e.g. 9 a.m. to 5 p.m. local time Monday to Friday OR 10 a.m. to 6 p.m. local time Sunday to Thursday]].***

## **9 Service Provider's Liability**

**INTERNAL BRITISH COUNCIL GUIDANCE REGARDING 9.1 – RETAIN OR REMOVE PROVISION AS PER INSTRUCTION BELOW PRIOR TO CIRCULATING IN ANY FORM OF PROCUREMENT EXERCISE TO SUPPLIER(S).**

**[Note: Only use this provision where the British Council has agreed that the Service Provider should be allowed to limit its liability]**

- 9.1 Subject to the limitation of liability provisions in the Standard Terms (Schedule 4), the total liability of the Service Provider to the British Council whether in contract, tort, negligence, breach of statutory duty or otherwise for any direct loss or damage, costs or expenses arising under or in connection with this Agreement shall not exceed **[insert figure in numbers and words]** for each claim or instance of liability.

**Safeguarding and Protecting Children and Vulnerable Adults [NB please note the following guidance on when to use this extended Safeguarding clause:**

- *Please include this clause if the other party is carrying out activity with children and/or vulnerable adults. This is in addition to the Safeguarding clause in Schedule 4.*
- *If the other party is not carrying out activity with children and/or vulnerable adults this clause may be deleted, however you must retain the Safeguarding clause in Schedule 4.*
- *Regardless of whether this extended clause is used or not used, please ensure the Safeguarding Clause in Schedule 4 of the Agreement remains as this is a Standard Term and should not be deleted.*

**10 [Safeguarding and Protecting Children and Vulnerable Adults [NB delete this clause 8 if not applicable – see guidance note]**

- 10.1 The Service Provider warrants that, in relation to all activities in connection with the Services, where any of the Location(s) are in England or Wales, it will comply with all legislation, codes of practice and statutory guidance relevant at any time in such Location(s) to the safeguarding and protection of children and vulnerable adults (including the UN Convention on the Rights of the Child and the Children Act 1989), and with the British Council's Safeguarding Policy and Adults at Risk Policy, as may be amended from time to time.
- 10.2 Where the Location(s) is/are outside of England or Wales, the Service Provider warrants that, in relation to all activities in connection with the Services, it will comply with all legislation, codes of practice, and statutory guidance relevant at any time in the Location(s) to the safeguarding and protection of children and vulnerable adults, and with the detail and principles of the Children Act 1989 and the UN Convention on the Rights of the Child (to the extent that such legislation is not directly applicable in the Location(s)), and with the British Council's Safeguarding Policy and Adults at Risk Policy, as may be amended from time to time.
- 10.3 The Service Provider acknowledges that, for the purposes of the Safeguarding Vulnerable Groups Act 2006<sup>1</sup>, and any regulations made thereunder, as amended from time to time (the "**SVGA**"), and where any of the Location(s) are in England or Wales, it is the "**Regulated Activity Provider**" in respect of any "**Regulated Activity**" (both as defined in the SVGA) carried out in connection with the Services and that it will comply in all respects with the SVGA and any regulations or orders made

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<sup>1</sup> "Safeguarding Vulnerable Groups Act 2006" means the UK Act, the purpose of which is to make provision in connection with the protection of children and vulnerable adults by preventing those deemed unsuitable to work with children and vulnerable adults (adults at risk), from gaining access through work (whether paid or unpaid).

thereunder. Equivalent provisions in equivalent legislation applicable in any Location(s) other than England and Wales shall apply in those Location(s).

10.4 The Service Provider shall ensure that:

10.4.1 it is (and that any individual engaged by it to carry out activities with children, vulnerable adults and/or Regulated Activity in connection with the Services is) subject to a valid enhanced disclosure check undertaken through the UK Disclosure & Barring Service, or the equivalent local check (as set out in clause 10.5 below), including a check against the adults' barred list<sup>2</sup> or the children's barred list<sup>3</sup>, as appropriate; and

10.4.2 where applicable, the Service Provider shall monitor the level and validity of the checks under this clause 10.4 for each member of the Service Provider's Team, Relevant Persons, or other individual engaged by it to carry out activities with children, vulnerable adults and/or Regulated Activity in connection with the Services.

10.5 Pursuant to clause 10.4.1 above, equivalent local checks, include, but are not limited to, the ACRO Criminal Records Office, 'International Child Protection Certificate' online criminal records checks and Code of Good Conduct' or any other services as detailed at the following link: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

10.6 The Service Provider must provide to the British Council, documentary evidence of the relevant disclosure and/or criminal records checks carried out pursuant to this clause in advance of undertaking any activities involving children and/or vulnerable adults in connection with the Services.

10.7 The Service Provider warrants that at all times during the Term, it is not, and has no reason to believe that any person who is or will be employed or engaged by the Service Provider in connection with the Services is, barred from carrying out such employment or engagement.

10.8 The Service Provider shall immediately notify the British Council of any information that the British Council reasonably requests to enable the British Council to be satisfied that the obligations of this clause 10 have been met.

10.9 The Service Provider shall refer information about any person employed or engaged by it to carry out activities with children, vulnerable adults and/or Regulated Activity in connection with the Services to the UK Disclosure & Barring Service, or the equivalent

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<sup>2</sup> References to the "adults' barred list" means the list maintained by the Disclosure and Barring Service of individuals who are not permitted to work with vulnerable adults in a Regulated Activity if advanced checks reveal information which could potentially make the individual eligible to be on one of the barred list.

<sup>3</sup> References to the "children's barred list", means the list maintained by the Disclosure and Barring Service of individuals who are not permitted to work in a Regulated Activity with children.

local service as set out in clause 10.5, where it removes permission for such person to carry out the Regulated Activity (or would or might have, if such person had not otherwise ceased to engage in the Regulated Activity) because, in its opinion, such person has harmed or poses a risk of harm to children and/or vulnerable adults.

- 10.10 The Service Provider shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out activities with children, vulnerable adults and/or Regulated Activity or who may otherwise present a risk to children or vulnerable adults.
- 10.11 The Service Provider shall immediately contact the British Council to report any credible suspicions of, or actual incidents of activity related to the Services which contravene the obligations contained in this clause 10.
- 10.12 Pursuant to clause 10.11 above, the Service Provider shall cooperate fully with investigations into such events, whether led by British Council, End Client (if any) and/or their agents or representatives.

**Data Protection [NB please note the following guidance on when to use these additional Data Protection clauses]:**

- *The following clause (clause 11 below) should be included in the Special Terms in the event of any international transfers of personal information or data to **any country/territory** that is **NOT** listed below:*
  - ***United Kingdom;***
  - ***Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Norway Liechtenstein;***
  - ***Gibraltar;***
  - ***Andorra, Argentina, Faroe Islands, Guernsey, Isle of Man, Israel, Jersey, New Zealand, Switzerland and Uruguay;***
  - ***Japan (where the Service Provider is a private sector organisation);***
  - ***Canada (where the data that is subject to Canada's Personal Information Protection and Electronic Documents Act (PIPEDA)).***
- *Where you are transferring personal information from the UK/EU to the US, please consult with IGRM.*
- *Please note that, in addition to the other data protection information required in Schedule 7, Part C contains some questions (highlighted) which need to be answered.*



- *This sub-clause supplements the Data Processing clause (clause 18) in Schedule 4 (Standard Terms) and will be an integral part of clause 18, covering the transfer or sharing of personal data on the conditions set out under the first bullet above.*
- *If you have enquiries about what constitutes the sharing or transfer of personal data, then please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance.*
- *Regardless of whether this additional sub-clause is used or not, **please ensure the Data Processing Clause in Clause 18 of Schedule 4 of the Agreement remains as this is a Standard Term and should not be deleted. Additionally, Part A of Schedule 7 should not be deleted either.***

**11 [Data Protection] – [NB delete this clause 11 as well as Part B and C (and their Appendixes and Annexes) of Schedule 7, if they are not applicable – see guidance note above]**

The following clauses will apply in addition to clauses 18.1 to 18.13 (Data Processing) of Schedule 4:

Clause 18.15 applies to the Processing of Personal Data that takes place in any country or territory that is not within the United Kingdom (UK), the European Economic Area or any country deemed to provide an adequate level of protection under Article 45 of the EU GDPR and Article 45 of the UK GDPR. Clause 18.14 also applies to this clause.

“18.15 The Service Provider and the British Council shall:

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|---------|---|
| 18.15.1 | comply with the provisions of Schedule 7, Part B in relation to all relevant Personal Data identified in, and on the basis of the information set out in, Schedule 7, Parts A, B and C in order to provide an appropriate safeguard for that transfer in accordance with Article 46 of the UK GDPR; and |
| 18.15.2 | comply with the provisions of Schedule 7, Part C in relation to all relevant Personal Data identified in, and on the basis of the information set out in, Schedule 7, Parts A, B and C in order to provide an appropriate safeguard for that transfer in accordance with Article 46 of the EU GDPR.”    |

## **Schedule 2**

### **Services and Deliverables**

#### **Architectural & Design Services incl MEP Design**

British Council Multi-Disciplinary Design Services for Lead Architect/ Designer with Mechanical, Electrical Plumbing (MEP) and option of Project Management consultancy services  
Any design-related trades participating in the design of the project shall comprise 'The Design Team' (referenced herein). On all projects, the Lead Architect/ Designer shall be responsible for the coordination and leadership of the Design effort including British Council prerequisites for site selection (if applicable). The Lead Architect/ Designer's leadership role includes (but are not limited to):

#### **SERVICE GENERALLY**

If a separate project manager is appointed then they will have responsibility lead for 1.2 and

- 1.1 NOTE: All the Design Team reimbursable costs shall be included in the vendors percentage fee of Construction Costs, with exception of extended travel which shall be pre-approved by BC on a case-by-case basis.
- 1.2 Organization and the chairing of design meetings in location, thereafter publishing meeting minutes of all design meetings, the structure of which shall be part of the Mobilization works whereby the Design Team shall work demonstrably with the Project Manager and / or BC to commence executing the Scope of Services in no more than 72 hours from formal instruction.
- 1.3 As the Design Team, it will also own the administration of the project Construction Documents and all type of technical and developed drawings required for type of project they are appointed to deliver and for its different stages. including (but not limited to):
  - 1.3.1 Validating documents provided by others as accurate and not in conflict with drawings from other members of the Design Team. The Lead Architect/ Designer shall be responsible for resolving such conflicts prior to publication, i.e. management of coordination.
  - 1.3.2 Maintaining a drawing log to document publication of all design documents (to include design bulletins and memoranda). The drawing log should include a Version Number, Drawing Description, Date of publication, and list of recipients.
  - 1.3.3 All due diligence, design concept, design development or material specification need to be aligned with Global Estates design guidance documents: premises design guides, furniture minimum design tender specification template and the premises templates and checklists document. Version of those documents may be updated during term of framework or list of documents extended.
  - 1.3.4 Collecting and assembling for tender and, or, publication of all Construction Documents. The Lead Architect/ Designer shall develop and maintain an efficient system to distribute documents (such as a web-based application or FTP site, dependent on project size and complexity). Due to file size restrictions, the distribution of drawings via email is not considered an optimal solution.
- 1.4 Peripheral services coordination including but not limited to Information, MEP, Technology, Audio Visual, Video Conferencing, specific acoustic treatments, furniture selection and procurement, where necessary

#### **PROJECT PLANNING & DUE DILIGENCE SERVICES FOR ARCHITECTURE AND MEP**

- 2.1 Desktop evaluation of up to Three (3) site options under consideration by British Council.
  - 2.1.1 Confirm current zoning of the space and/or local building codes/regulations shall not prohibit use of each space as intended by British Council and advise British Council/Project Manager of potential risks or strategies to re-zone or address building code restrictions.
  - 2.1.2 Benchmark sustainability performance of the different options
  - 2.1.3 Visit up to three (3) site options for up to 3 hours (time at site) per visit. Travel costs to/from site shall be included in the Design Team fee demonstrated as a percentage of the Construction Cost'. Any extended travel costs must be approved in writing in advance by BC/PJM.

- 2.2 Review up to two (2) client briefs per site developed by British Council based on British Council space guidelines & standards, as identified in the British Council Design Template Checklist guides, (where in existence or latterly developed), advise in writing any recommendations or identification of any conflicts between the existing condition of the space and British Council's intended use. In addition, it will be the Designers responsibility to complete British Councils template for Health & safety and Security analysis and coordinate arising issues into the design as stated on the Design Checklist document.
- 2.3 Serve as administrative resource to consolidate all written design material from multiple sources of which the vendor is expected to coordinate or lead on (architecture and MEP), into a single document and report for presentation to PJM and/or British Council for up to Three (3) potential sites in relation to Design implementation and risk.
- 2.4 Prepare up to two Test Fit drawings and allowing for up to 3 revisions for each site under consideration. A Test Fit is defined as a single line drawing defining the usable square footage required by departments and visually portrays the adjacency requirements. It should include a summary table indicating the number of Class Rooms, Reception Pods, Meeting Rooms offices (where applicable), functional including Cleaners Storage and Communication / Distribution rooms thereafter any other areas specifically defined by British Council Guidelines and Standards for each area/department and shared with consultant prior to each appointment.
- 2.5 Participate in conference calls organized and chaired by British Council/Project Manager (if not acting as project manager) to review test fits with Health, Security, and Safety team. Coordinate BC/PM responsibilities with due diligence reviews of proposed design progress. Record all recommendation to be incorporated into detailed design drawings.
- 2.6 Carry out technical due diligence of chosen site location to ensure necessary technical landlord/base build infrastructure requirements are sufficient or British Council requirements
- 2.7 Give an indication of construction budget for each option at that location. (at this stage those budgets would be based on sqm cost)

## SPACE PROGRAMMING & DESIGN DEVELOPMENT SERVICES

- 3.1 Confirm existing conditions of project environment. If provided design documents of space by a third party (such as British Council or the landlord), validate all dimensions and reconcile the written representations of the space to the actual space via a site visit, potentially to two sites. Such reconciliations should be noted in writing to BC/PJM. (Exceptional non-local travel will be priced separately on a site-specific basis and should not be factored into the % cost. All travel costs must be approved in writing in advance by BC/PJM.)
- 3.2 Conduct face to face client interviews to determine detailed space requirements, If working with an existing programming template created by PJM/British Council, to validate the space requirements shown in this template with end users to ensure space will meet the needs of the client. Advise BC/PJM of discrepancies between any British Council design pre-requisites and local client needs; recommend solutions in writing. This will include the initial review of Health & Safety requirements and Security proposals prior to submitting British Council respective departments for approval
- 3.3 Develop up to two (2) Concept Design plans, allowing for up to three (3) revisions using the approved programming template and British Council space standards, such as the Office & Exams Premises Guides, for review by PJM and British Council. Concept Design Plans shall be in line with British Council's furniture tender minimum performance specification.

Concept design will include MEP concept co-ordinated with architecture intention.

- 3.4 Upon approval of the Concept Design Plans and Programming Template, prepare a detailed estimate of Construction necessary to deliver the project's scope of work. This estimate shall cite any additional necessary consulting requirements, and markup costs (as defined in Appendix 1) and estimated fees associated with the application for zoning permits, building permits, or any other administrative processes required by the municipalities holding jurisdiction of the project. It is the Lead Architect/Designer's responsibility to ensure the Design Team researches and discovers all permits that will be required for each project, so all application costs are itemized in this detailed estimate. (Once all permits are approved, the Construction Firm implementing the work shall be responsible for funding the costs required to obtain

the permits required to initiate/complete all construction activities). This detailed estimate is expected to be at a level of accuracy of +/- 10%. Value Engineering process to be in line with the project budget maybe required.

- 3.5 The Design Team should note at this stage the BC may still have two properties and concepts, of which leases are being negotiated in parallel.

## CONSTRUCTION DOCUMENTS SERVICES

- 4.1 Based on the approved Design Development Documents (or of the Field/Feasibility Study if the project is engineering-intensive) and any further adjustments in the scope or quality of the Project, or in the budget for the Work authorize Team, The Design Team, under the leadership of the Lead Architect/ Designer, shall prepare working drawings, inclusive of civil (if required), structural, architectural, mechanical, plumbing and electrical, LV systems and specifications setting forth in detail the requirements for the construction of the Project (please note that structural and civil engineering services are to be provided under a separate fee should these services be required for the specific project – fees for structural and civil engineering are therefore not included within the percentage rates noted in the fee section of this agreement). Construction Documents will be based on continuing consultation with the PJM Office Team to assure compliance with the applicable budgetary requirements. The Design Team shall ensure the required documents meet the approval of governmental authorities having jurisdiction over the Project. Where applicable, drawings should be sealed by a licensed professional having the appropriate governance of the design discipline represented by the drawings.
- 4.2 Prior to the publication of Construction Documents, the Lead Architect/ Designer shall reconcile all drawings to record. Reconcile any discrepancies via an update to the Construction Documents or a logged change to the BC /PJM. As part of the deliverables the BOQ document will be required.
- 4.3 Adjust cost plan produced at concept stage design stage and in line with BOQ (on large projects a cost consultant may be appointed separately but standard % fee will include detailed budget cost as default)
- 4.4 Strategies to publish construction documents in phases (such as “pricing sets”) or in graduated levels of completion (e.g. “75% complete”) must be confirmed in writing with BC/PJM by the Lead Architect/ Designer prior to publication and include a clear definition of the level of completion to be provided that is satisfactory to BC/PJM.
- 4.5 Ensure complete coordination between subsequent disciplines and services as part of the Design process ensuring the incorporation / coordination of peripheral services such as AV, Security, IT and Branding / Signage deliverables where the aforementioned materials and / or equipment will terminate into or against those designed by the Lead Architect/ Designer.
- 4.6 Review final furniture order and ensure all furniture specifications are in line with the design. Confirm to British Council that the order is ready to be placed and work through the procurement process to installation – as required.
- 4.7 Track and manage the permitting process:
- 4.7.1 Complete all documentation required to properly submit Construction Documents in the municipalities holding jurisdiction of all permits necessary to deliver the scope of work defined by the Construction Documents.
- 4.7.2 Provide a written schedule of the progress of all permits (as requested by PJM/BC).
- 4.7.3 Organize meetings with representatives of local entities holding jurisdiction over any aspect of permitting for the project as needed to clarify the Construction Documents and/or expedite the permitting process. Source permitting expeditors or other resources that may be necessary to provide local or supplemental oversight of the permitting process
- 4.7.4 The above services shall be offered consistently and regardless of any opportunity British Council may opt for should the partner be able to offer a Design and Build solution

## BIDDING AND NEGOTIATION SERVICES (PROCUREMENT PHASE)

- 5.1 Assist BC/PJM in the preparation and distribution of the information necessary to properly execute a bid for the costs to implement the Construction Documents to BC/PJM's satisfaction.
- 5.2 Issue addenda or bulletins to bidders as necessary to clarify or respond to a bidder's request for information, to rectify coordination issues related to any changes, additions and deletions to the

completed Construction Documents previously issued for bidding or negotiation. Ensure all changes are properly documented in a drawing log.

- 5.3 Prepare documents for alternate, separate or sequential bids or providing services in connection with bidding or negotiation.
- 5.4 The Design Team shall be available to attend any pre-bid conferences with the Project Manager to present to the bidders information regarding the intent and content of the Construction Documents and respond to any questions presented by the bidders, thereafter provide timely responses to requests for information and or clarifications.
- 5.5 Take a lead role working in collaboration with British Council (Estate and procurement team) for the tendering of all new furniture which will be a separate tender to the main contractor. This will include supporting pre-qualification of suppliers, preparation detail BOQ and supporting reviewing different bids.

## CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

- 6.1 Conduct or attend pre-construction meetings as requested. Attend (and ensure proper representation of individual Design Team members) at each construction progress meetings (typically hosted by either PJM or the General Contractor/Construction Firm as is required to maintain to Design integrity, programme and budget).
- 6.2 Advise and consult with PJM during construction until final payment is made to the Construction Firm regarding design integrity and quality of build and finish.
- 6.3 Visit the Project site regularly and as frequently as necessary to become familiar with the progress and quality of the Work completed and to determine if the Work is being delivered in accordance with the Construction Documents and Client Standards. The Design Team shall keep BC/PJM informed of the quality of the work, and formally confirm to BC/PJM and British Council any potential defects and/or deficiencies in the Work. The Design Team shall also attend regular construction site meetings. Monitor the compliance of the Work with the Construction Documents. Review and take appropriate action upon all submittals made by the Construction Team such as shop drawings, product data and samples, for the purpose of: (i) confirming compliance with applicable Laws; (ii) determining whether or not the Work when completed will be in compliance with the requirements of the Construction Documents; (iii) confirming conformance with information and design concepts provided by The Design Team (iv) determining whether material alterations in the Construction Document or Specifications proposed by other persons are properly designed or engineered and will not compromise the design intent originally set forth in the original Construction Documents (v) confirming all materials and equipment proposed shall provide the level of performance required to meet local codes and/or render the space functional in accordance with the BC's intended use.
- 6.4 The Design Team shall assist in the preparation of any British Council driven change orders and construction change directives, with supporting documentation and data, in conjunction with PJM/BC. Such change orders and construction change directives shall be budgeted in advance of any approval or delivery. Note: Any Change Orders or Change Directives initiated or delivered without prior approval of PJM or British Council, where proven to have been instructed by the Design Team directly shall be contra charged to the Design Team, or at least shall not be at cost the PJM or the Client
- 6.5 The Design Team shall work with BC/PJM to ascertain when substantial and final completion of all Work has occurred to facilitate issue certification of substantial and final completion, as applicable noting Local Code Requirements shall prevail in all instances.
- 6.6 BC/PJM will confirm remedy of defective works and the release of any associated payments including retentions upon review and acceptance of quality and conformance with specification from the Design Team.
- 6.7 Provide input on matters concerning performance of any entity performing work on the project under the requirements of the Construction Documents.

- 6.8 Provide value engineering for the Project, update the Construction Document set, address areas of zoning, building code compliance and other governmental/municipality relations, respond to requests for information by contractors and others, and provide all detail on drawings needed by contractors or others to complete the Work.
- 6.9 Record and distribute meeting minutes as required by PJM and as needed for meetings not held with the PJM Office Team, but held to continue progress of the Project.
- 6.10 Make revisions to drawings, specifications and other documents after a construction contract has been awarded and when such revisions are necessitated to maintain consistency with approvals or instructions previously given by the PJM Office Team. Ensure any revisions made to drawings are not in conflict with the Programming Template of record (update the Programming Template accordingly).
- 6.11 Assist in evaluating change order proposals from construction partners, and provide other services reasonably required in connection with change orders and construction change directives.
- 6.12 Evaluate substitutions proposed by members of the construction team and if required, make subsequent revisions to drawings, specifications, and other documentation. All site issues are coordinated, and drawings revised to reflect changes to the design – as agreed with the British Council.
- 6.13 Collect from Construction Firm all as-built drawings for all relevant trades (mechanical, electrical, etc.); prepare and submit to the Project Manager all as-built documentation in accordance with “premises and design guide checklist”
- 6.14 Regular agreed Site inspections to check quality and Snagging prior to Practical Completion.

Nominated Personnel; The Consultant shall nominate a person of whom will be the single point of contact for The British Council and The PJM Office Team, and as such the nominated person shall be the lead representative from the Consultants organization and be suitably experienced, and of sound disposition, to ensure delivery and performance of the Scope of Services through the jurisdiction and or country of which the consultant is appointed in this contract. Should the Consultant require to change the nominated person of which is named below they shall furnish The British Council and PJM with an up-to-date Curriculum Vitae for review and consideration, and as such The BC shall approve or cite otherwise the appointment of a new single point of contact.

### **Optional Project Management Services**

- The project management scope of service delivery includes:
- Organise regular weekly project meetings held with the contractor and lead consultant, and other stakeholders for this project.
- Attend regular monthly meetings with BC to report on the progress and cost to BC internal management.
- Prepare regular monthly cost reports or financial statements. Advise the employer of any decisions required and obtain authorization.
- Formalize clear project goals for time, cost, and scope with client.
- Develop schedules for the design stage and coordinate the activities of client's business unit representative, additional consultants, and design team.
- Recommend the purchase and procurement of long lead time items to arrange for delivery of strategic materials in conformance with the project schedule.
- Create a summary construction schedule for inclusion with the bid documents.
- Recommend professional firms for selection by client, including contractor and key sub-contractors (referred to herein as “construction team”). Prepare RFP documents, qualify the professional firms, conduct interviews and evaluations.
- Manage contractor tender.
- Analyse contractor proposals.
- Implement value engineering for all aspects of design and construction with selected bidders prior to contract award.
- Recommend contractor award. Conduct pre-award conferences and negotiate and prepare construction contracts per client's direction.
- Validate scope, budget, and schedule.

- Obtain client approvals on changes to project parameters.
- Advise on the construction contract regarding costing, payment terms, penalties and warrantee.
- Review contractor's schedule to ensure it aligns with the construction means and methods of delivering the project within the contractual terms.
- Create an integrated project schedule (including all vendors workflow) for inclusion in the bid documents and develop a cost value for each activity for use in preparing a forecast.
- Review work performed by the construction team, and their contractual terms.
- Confirm that the materials furnished, and the work performed are in accordance with the drawings, specifications, and contract documents.
- Provide construction review status updates and reports monthly.
- Establish on-site organization and lines of authority required to carry out all project phases efficiently with the construction team.
- Coordinate the obtaining of all legally required permits, licenses, and certificates, EHSQ.
- Coordinate aspects of the work involving local municipal authorities, governmental agencies, and utility companies
- Drive job meetings to discuss procedures, progress, problems, and scheduling.
- Ensure third party testing outlined in the technical sections of the specifications is completed as required by the local legislation.
- Recommend approval of all applications for payments submitted through vendor(s) in accordance with client's established procedures.
- Obtain all applicable lien releases upon issuance of vendor payments.
- Receive and review change order requests, construction team or from client. Review unit prices, time and material charges and similar items. Monitor and advise upon request for changes required by field conditions and progress of the work and obtain approval from client and the architect/engineer.
- Monitor schedule to expedite material and equipment deliveries during construction.
- Prepare recommendations for interim payments to the Contractor in accordance with the Building Contract
- Manage the interim payment process together with any associated variations and conclusion of the final account process (including final payments).
- Prepare and update the project cash flow, including those for professional fees and authority / Government fees / costs.
- Prepare estimates of cost for proposed variations for Employer decision-making.
- Cost Management will include review and negotiation through change management process of all change requests during the whole lifecycle of the project.
- Review Measure, price and agree all variations for incorporation into the final account, including all provisional sum items of work anticipated as the work proceeds, as part of the change management process
- Review and advise the contractor final account, negotiate, and agree the totals with BC and then with the Contractor.
- Produce a final project closure report / account report and outline the warranty period.
- Coordinate vendor activities with the construction team and zero snagging is achieved before practical completion.
- Review Coordinate testing and commissioning activities to ensure practical completion.
- Lead 100% completion by preparing the punch lists indicating any outstanding work and ensure that these items are completed in an expeditious manner.
- Review all guarantees, warranties, etc. required by the contract documents and assembled by the contractor and forward them to client.
- Verify all claim releases required to issue final certificate of completion and final payment to the construction team, and forward to client.
- Prepare recommendations for interim payments and release of retention funds following confirmation of Practical Completion in accordance with the Building Contract.

## IN USE

- Prepare recommendations for interim payments and release of retention funds in accordance with the Building Contract, up to the final payment due to the Contractor under the Building Contract.
- Prepare the final account or similar financial statement in accordance with the Building Contract. Seek agreement to the final account or similar financial statement from the parties to the Building Contract. For the purposes of this clause the final account or similar financial statement excludes the assessment of loss and expense claims
- Advise on the recovery of liquidated and ascertained damages.

The Services will be more fully defined for each Order in the relevant Order Contract.



### **Schedule 3**

#### **Charges**

The Charges for the Services and/or Deliverables are as set out below:

***[insert relevant transaction and other charges that will apply to any Orders for Services].***

The specific Charges applying to any Order Contracts shall be based on the above Charges and shall in no circumstances exceed the above Charges without the prior written consent of the British Council.

***[The Schedule should also set out details of the British Council's Travel and Expenses Policy and cross-reference to the End Client Requirements (if applicable), if the Service Provider is to be able to charge for Travel and Expenses in addition to its other fees]***

## **Schedule 4**

### **Standard Terms**

#### **1 Interpretation**

##### **1.1 In this Agreement:**

**“Background IPR”** means any Intellectual Property Rights (other than Project IPR) belonging to either party before the Commencement Date or not created in the course of or in connection with the Services and the Project;

**“British Council Entities”** means the subsidiary companies and other organisations Controlled by the British Council from time to time, and any organisation which Controls the British Council (the **“Controlling Entity”**) as well as any other organisations Controlled by the Controlling Entity from time to time;

**“British Council’s Manager”** means the British Council’s manager for the Services appointed in accordance with clause 3.1.1 of these Standard Terms;

**“British Council Requirements”** means the instructions, requirements, policies, codes of conduct, guidelines, forms and other documents referred to in Schedule 2 (Services and Deliverables), notified to the Service Provider in writing or set out on the British Council’s website at <https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants> or such other web address as may be notified to the Service Provider from time to time (as such documents may be amended, updated or supplemented from time to time during the Term);

**“Building Contract”** means the contract or contracts entered into or to be entered into by the British Council and the Contractor for the design, carrying out and completion of the Project;

**“CDM Regulations”** means the Construction (Design and Management) Regulations 2015 as amended and updated from time to time, if relevant to the Project;

**“Charges”** means the charges, fees and any other sums payable by the British Council to the Service Provider as set out in Schedule 3 (Charges) for the Services provided under any Order Contract;

**“Confidential Information”** means any information which has been designated as confidential by either party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, affairs, finances, properties, assets, trading practices, Deliverables/Services, developments, trade secrets, Intellectual Property Rights, know-how, personnel, and customers of the British Council or the Service Provider (as the case may be) and all personal data and special categories of personal data within the meaning of the Data Protection Legislation;

**"Contractor"** means the building contractor or contractors appointed or to be appointed by the British Council under the Building Contract and shall include the Contractor's employees, agents, sub-contractors and suppliers;

**"Control"** means the ability to direct the affairs of another party whether by virtue of the ownership of shares, contract or otherwise (and **"Controlled"** shall be construed accordingly);

**"Deliverables"** means all Documents, products and materials developed or provided by the Service Provider as part of providing the Services, including the Deliverables specified in Schedule 2;

**"Document"** means (whether in hard copy or electronic format) any document, drawing, map, plan, diagram, design, picture or other image, tape, disk, or other device or record embodying information in any form including any web page, information portal, "blog", online content or electronic file;

**"End Client Agreement"** means the agreement (if any) between the End Client (if any) and the British Council relating to the Services and the Project in connection with which the Service Provider is providing its Services as a sub-contractor;

**"End Client Requirements"** means the specific requirements of the End Client (if any), including the terms of the End Client Agreement, as set out in the Special Terms (Schedule 1), or as otherwise notified to the Service Provider in writing;

**"Environmental Information Regulations"** means the Environmental Information Regulations 2004;

**"Equality Legislation"** means any and all legislation, applicable guidance and statutory codes of practice relating to diversity, equality, non discrimination and human rights as may be in force from time to time in England and Wales or in any other territory in which the Service Provider provides the Services;

**"FOIA"** means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such legislation;

**"Force Majeure Event"** means an act, event, omission or accident beyond the reasonable control of the affected party which was not reasonably foreseeable and which is not attributable to any wilful act, neglect or failure to take reasonable preventative action by that party, including (insofar as beyond such control but without prejudice to the generality of the foregoing expression) strikes, lock-outs or other industrial disputes, failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, volcanic ash, earthquake, explosion, terrorist act, epidemic, pandemic or other spread of infectious disease or the imposition of any measures to prevent the spread of disease, nuclear, chemical or biological contamination, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood or storm;

**“Good Industry Practice”** means standards, practices, methods and procedures conforming to the Law and the exercise of that degree of skill and care, diligence, prudence and foresight which would be expected from a leading company within the relevant industry or business sector and in accordance with any relevant industry codes of practice;

**“Information Disclosure Requirements”** means the requirements to disclose information under:

- (a) the FOIA;
- (b) the Environmental Information Regulations;
- (c) any applicable codes of practice issued under the FOIA; and
- (d) any United Kingdom public sector transparency policies;

**“In-put Material”** means Documents, information and materials relating to the Services that the British Council has agreed to provide to the Service Provider, including computer programs, data, reports and specifications;

**“Intellectual Property Rights”** means any copyright and related rights, patents, rights to inventions, registered designs, database rights, design rights, typographical rights, trade marks, service marks, trade names and domain names, trade secrets, rights in unpatented know-how, rights of confidence and any other intellectual or industrial property rights of any nature including all applications (or rights to apply) for, and renewals or extensions of such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;

**“Law”** means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements or any regulatory body of which the Service Provider is bound to comply;

**“Other Service Providers”** means any other service providers appointed in connection with the Project and shall include those other service provider’s employees, agents and sub-consultants;

**“Premises”** means, where applicable, the premises or location where the Services are to be provided, as notified by the British Council to the Service Provider;

**“Project IPR”** means all Intellectual Property Rights that arise or are obtained or developed by either party, or by a contractor on behalf of either party, in respect of the Deliverables in the course of or in connection with the Services and the Project;

**“Relevant Person”** means any individual employed or engaged by the Service Provider and involved in the provision of the Services, or any agent or contractor or

sub-contractor of the Service Provider who is involved in the provision of the Services and includes the Key Personnel (if any);

**“Request for Information”** means a request for information (as defined in the FOIA) relating to or connected with this Agreement or the British Council more generally or any apparent request for such information under the Information Disclosure Requirements;

**“Services”** means the services to be provided by the Service Provider under this Agreement and any Order Contract as more fully described in Schedule 2 (Services and Deliverables) and any applicable Order Contract;

**“Service Providers’ Appointments”** means the appointments entered into or to be entered into by the British Council and/or the Contractor and each of the Other Service Providers in connection with the Project;

**“Service Provider’s Equipment”** means any equipment required by the Service Provider to provide the Services including any relevant information or communications technology systems;

**“Service Provider’s Team”** means the Service Provider and, where applicable, any Relevant Person, and all other employees, consultants, agents and sub-contractors and any other person, organisation, company, or other third-party representatives which the Service Provider engages in any way in relation to the supply of the Services or the Deliverables;

**“Statutory Requirements”** means:

- (a) all planning and/or other permissions, consents, approvals, permits, licences and certificates which are necessary lawfully to design, construct, complete, commission, maintain and use the Project;
- (b) any statute, regulation or subordinate legislation, the common law, any treaty or European Union law or any other law which relates to the protection of the environment or health and safety whether administrative, civil or criminal;
- (c) any statute, statutory instrument, regulation, rule or order made under any statute or directive having the force of law which affects the Project or the performance of any of the obligations under this Agreement;
- (d) any regulation or bye-law of any local authority, statutory undertaker or similar body or organisation which has any jurisdiction with regard to the Project or with whose systems the Project is connected, including any statutory provisions and any decision of a relevant authority under them which controls the right to develop the site; and
- (e) the consents of all persons having rights or interests in or over the Project or the site who by the lawful exercise of their powers in the absence of such

consents could delay or disrupt the carrying out or progress of the Project or the use or enjoyment of the site; and

**“Third Party IPR”** means any Intellectual Property Rights not belonging to either party to this Agreement but used by the Service Provider in the creation of the Deliverables and/or in the course of or in connection with the Services.

1.2 In this Agreement:

1.2.1 any headings in this Agreement shall not affect the interpretation of this Agreement;

1.2.2 a reference to a statute or statutory provision is (unless otherwise stated) a reference to the applicable UK statute as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it;

1.2.3 where the words “include(s)” or “including” are used in this Agreement, they are deemed to have the words “without limitation” following them, and are illustrative and shall not limit the sense of the words preceding them;

1.2.4 without prejudice to clause 1.2.5, except where the context requires otherwise, references to:

- (i) services being provided to, or other activities being provided for, the British Council;
- (ii) any benefits, warranties, indemnities, rights and/or licences granted or provided to the British Council; and
- (iii) the business, operations, customers, assets, Intellectual Property Rights, agreements or other property of the British Council,

shall be deemed to be references to such services, activities, benefits, warranties, indemnities, rights and/or licences being provided to, or property belonging to, each of the British Council and the British Council Entities and this Agreement is intended to be enforceable by each of the British Council Entities; and

1.2.5 obligations of the British Council shall not be interpreted as obligations of any of the British Council Entities.

## **2 Service Provider’s Responsibilities**

2.1 The Service Provider shall provide the Services and deliver the Deliverables to the British Council, in accordance with the terms of this Agreement (and, in particular, the Special Terms (Schedule 1) and the Services and Deliverables (Schedule 2)) and any Order Specific Terms) using all the reasonable skill, care, diligence and best up-to-date practice to be expected of a properly qualified and competent supplier carrying

out services for projects of similar size, nature, scope and complexity to the Project (as defined in the Order Contract or anywhere else in this Agreement) and shall allocate sufficient resources to the Services to enable it to comply with this obligation.

2.2 The Service Provider undertakes and warrants to the British Council that (unless otherwise instructed or authorised by or on behalf of the British Council):

2.2.1 the Service Provider has not specified, selected and/or approved and shall not specify, select and/or approve for use; and

2.2.2 consistent with the Services, the Service Provider has used and shall use the level of skill, care and diligence referred to in clause 2.1 to ensure that there shall not be used in the Project:

any material, substance, building practice or technique which is:

2.2.3 prohibited by this Agreement;

2.2.4 not in accordance with any relevant British Standard, Eurocode, code of practice, best up-to-date building practice or agrément certificate issued by the British Board of Agrément or any other relevant guidance or practice of the country in which the Project is located;

2.2.5 not in accordance with the guidance and comment contained in the British Council for Offices' publication: "Good Practice in the Selection of Construction Materials 2011" or the guidance and comment relevant to the country in which the Services are to be performed; or

2.2.6 generally known within the Service Provider's profession at the time of specification, selection, approval or use (as the case may be) to:

(i) be deleterious;

(ii) be harmful to the health or safety of any person;

(iii) threaten the structural stability, physical integrity or performance of the Project or any part or component of the Project; or

(iv) reduce the normal life-expectancy of the Project or any part or component of the Project.

2.3 In complying with this Agreement and in performing the Services, the Service Provider shall take into account the obligations of the British Council under the Building Contract, the Service Provider's Appointments and any other contract entered into by the British Council in respect of the Project (provided that copies of these, or the relevant parts of them, shall have been made available to the Service Provider to inspect). The Service Provider shall use the level of skill, care and diligence referred to in clause 2.1 to ensure that no act, failure to act or default of the Service Provider shall constitute, cause or contribute to any breach by the British Council of any of the

British Council's obligations under the Building Contract, the Service Provider's Appointments or any other contract.

- 2.4 In performing the Services, the Service Provider shall comply with, and give all notices required by the Statutory Requirements and, using the level of skill, care and diligence referred to in clause 2.1 shall advise the British Council of its duties and obligations under them.
- 2.5 The Service Provider confirms that it is competent and shall allocate sufficient resources to, and it shall comply with, its obligations under the CDM Regulations or the relevant health and safety regulations of the country in which the Project is located.
- 2.6 The Service Provider shall:
  - 2.6.1 meet any dates related to the performance of the Services under this Agreement and/or any Order Contract and time shall be of the essence in respect of such dates; and
  - 2.6.2 shall use the level of skill care and diligence referred to in clause 2.1 to ensure that insofar as by performing the Services it is able to do so, the Project is completed within any other reasonable time and financial limits of which the British Council may notify the Service Provider.
- 2.7 The Service Provider shall comply with, and complete and return any forms or reports from time to time required by, the British Council Requirements.
- 2.8 The Service Provider shall comply with the End Client Requirements (if any) and shall do nothing to put the British Council in breach of the End Client Requirements (if any).
- 2.9 The Service Provider shall keep orderly records of all work performed in relation to this Agreement and under any Order Contract in accordance with its obligations under clause 19.1 of this Agreement and shall, at the British Council's request, make such records available for inspection by the British Council and/or provide copies to the British Council.
- 2.10 Where applicable, the Service Provider shall, subject to the prior written approval of the British Council, appoint or, at the written request of the British Council, replace without delay any member of the Service Provider's Team, each such member to be suitably skilled, experienced and qualified to carry out the Services. The Service Provider shall not, without the British Council's prior written consent (not to be unreasonably withheld or delayed), replace any of the Key Personnel. The British Council acknowledges that the Service Provider will have to replace a member of the Key Personnel where such person leaves the employment of the Service Provider, in which case the British Council shall have a right of approval over the proposed replacement (such approval not to be unreasonably withheld or delayed).



2.11 The Service Provider shall:

- 2.11.1 observe, and ensure that, where applicable, the Service Provider's Team observes, the British Council's Acceptable Usage Policy, Roam User Policy (where access to the relevant information technology systems has been granted), Information Security Policy and any applicable security policy or health and safety policy notified to the Service Provider (including such policies as may be applicable at the Premises) and any reasonable verbal or written instructions or policies issued to the Service Provider at any time and shall comply with the legal requirements of any country in which the Services are being provided and, if the Service Provider fails to do so, the British Council reserves the right to refuse the Service Provider's Team access to the Premises and/or to suspend the provision of the Services until such time as the Service Provider (and, where applicable, the Service Provider's Team) is compliant with such policies, instructions or requirements and the British Council shall not be required to pay the Charges in respect of the period of such suspension; and
  - 2.11.2 before the date on which the Services are to start, obtain and at all times maintain and comply with all licences and consents required to enable the Service Provider to provide the Services (including in relation to granting the British Council access to any electronic portal required to access the Services), the installation of the Service Provider's Equipment and the Deliverables in accordance with this Agreement.
- 2.12 The Service Provider shall not at any time during the Term of this Agreement or any Order Contract do or say anything which damages or which could reasonably be expected to damage the interests or reputation of the British Council or the End Client (if any) or their respective officers, employees, agents or contractors.
- 2.13 If the Service Provider is unable to provide the Services due to its own illness or injury or the illness or injury of any Relevant Person, the Service Provider shall advise the British Council of that fact as soon as reasonably practicable and shall provide such evidence of any Relevant Person's or its own (as the case may be) illness or injury as the British Council may reasonably require. For the avoidance of doubt, no Charges shall be payable to the Service Provider in respect of any period during which the Services are not provided.
- 2.14 The Service Provider shall use all reasonable endeavours to ensure that it is available at all times on reasonable notice to provide such assistance or information as the British Council may require in order for it to use the Services or Deliverables.
- 2.15 The Service Provider may use another person, firm, company or organisation to perform any administrative, clerical or secretarial functions which are reasonably incidental to the provision of the Services provided that the British Council will not be liable to bear the cost of such functions.
- 2.16 The Service Provider warrants that:

- 2.16.1 the Service Provider's Equipment shall be of satisfactory quality and fit for the purpose of providing the Services in accordance with this Agreement, any Order Contract and Good Industry Practice;
- 2.16.2 it has taken and shall continue to take all steps, in accordance with Good Industry Practice, to prevent the:
- (i) introduction, creation or propagation of any disruptive element, virus, worms and/or trojans, spyware or other malware; and
  - (ii) unauthorised use of and modification or access to (or into) the systems, data, software or confidential information (held in electronic form) owned by or under the control of, or used by, the British Council;
- 2.16.3 in performing its obligations under this Agreement and any Order Contract, all software used by or on behalf of the Service Provider will be currently supported versions of that software; and
- 2.16.4 all information or data provided by the Service Provider to the British Council during the Term of this Agreement and/or any Order Contract is to the best of the Service Provider's knowledge correct and accurate.
- 2.17 Where the Service Provider is not an individual, it shall provide one or more Relevant Person(s) to provide the Services and shall procure that such Relevant Person(s) comply with the terms of this Agreement to the extent that such terms are applicable to such Relevant Person(s). Notwithstanding the deployment of any such Relevant Person(s), the Service Provider shall remain wholly liable to the British Council and shall be responsible for all acts and omissions (howsoever arising) in the performance of the Services. The British Council may, in its discretion, require the Relevant Person(s) to enter into direct undertakings with the British Council including with regard to confidentiality and intellectual property.
- 2.18 Nothing in this Agreement shall prevent the Service Provider from being engaged, concerned or having any financial interest in any capacity in any other business, trade, profession or occupation during the Term provided that such activity does not cause a breach of any of the Service Provider's obligations under this Agreement.
- 2.19 The Service Provider shall take appropriate steps to ensure that neither the Service Provider nor any staff are placed in a position where (in the reasonable opinion of the British Council), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Service Provider or its staff and the duties owed to the British Council and/or the End Client (if any) under the provisions of this Agreement and/or any Order Contract.
- 2.20 The Service Provider shall promptly notify the British Council (and provide full particulars to the British Council) if any conflict referred to in clause 2.19 above arises or is reasonably foreseeable.

- 2.21 The British Council reserves the right to terminate the Agreement and/or any Order Contract immediately by giving notice in writing to the Service Provider and/or to take such other steps it deems necessary where, in the reasonable opinion of the British Council, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Service Provider and the duties owed to the British Council under the provisions of the Agreement and/or any Order Contract. The actions of the British Council pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the British Council.
- 2.22 Clauses 2.19, 2.20, 2.21 and this clause shall apply during the Term of the Agreement and for a period of two (2) years after the later of the expiry or termination of the Agreement and/or any Order Contract.
- 2.23 The British Council may refuse to admit to, or order the removal from, the Premises any member of the Service Provider's Team or person otherwise acting on behalf of the Service Provider who, in the opinion of the British Council, is not behaving in accordance with the requirements of this Agreement or whose behaviour, conduct or dress, whether at the time the person is seeking admittance to, or at any time the person is present on, the Premises or otherwise, renders that person unfit to be on the Premises or is inappropriate in the context of the country in which the Premises are located. Costs associated with any such refusal of admittance or removal and with the provision of a suitable replacement shall be met by the Service Provider.
- 2.24 The Service Provider warrants that the Service Provider's Equipment shall be of satisfactory quality and fit for the purpose of providing the Services in accordance with this Agreement.

### **3 The British Council's Obligations**

- 3.1 The British Council shall:
- 3.1.1 co-operate with the Service Provider in all matters relating to the Services and the Deliverables and appoint the British Council's Manager in relation to the Services, who shall have the authority to represent the British Council on day-to-day matters relating to this Agreement; and
  - 3.1.2 inform the Service Provider of all health and safety rules and regulations and any other reasonable security requirements, policies and British Council instructions that apply at the Premises and/or in the country in which the Services are being provided from time to time during the Term of this Agreement or any Order Contract.
- 3.2 The Service Provider acknowledges and agrees that if it considers that the British Council is not or may not be complying with any of the British Council's obligations, it shall only be entitled to rely on this as relieving the Service Provider's performance under this Agreement and/or any relevant Order Contract:

- 3.2.1 to the extent that it restricts or precludes performance of the Services or the provision of the Deliverables by the Service Provider; and
- 3.2.2 if the Service Provider, promptly after the actual or potential non-compliance has come to its attention, has notified details to the British Council in writing.

#### **4 Status**

- 4.1 The relationship of the Service Provider to the British Council will be that of independent contractor and nothing in this Agreement and/or any Order Contract shall render the Service Provider or any Relevant Person an employee, worker, agent or partner of the British Council and the Service Provider shall not hold itself out as such.
- 4.2 This Agreement constitutes a contract for the provision of services and not a contract of employment and accordingly the Service Provider shall be fully responsible for and shall indemnify the British Council for and in respect of payment of the following within the prescribed time limits:
  - 4.2.1 any income tax, national insurance and social security contributions and any other employment related liability, deduction, contribution, assessment or claim in any applicable jurisdiction arising from or made in connection with either the performance of the Services, or any payment or benefit received by the Service Provider (or, where applicable, any Relevant Person) in respect of the Services, where such recovery is not prohibited by law and the Service Provider shall further indemnify the British Council against all reasonable costs, expenses and any penalty, fine or interest incurred or payable by the British Council in connection with or in consequence of any such liability, deduction, contribution, assessment or claim other than where the latter arise out of the British Council's negligence or wilful default; and
  - 4.2.2 any liability for any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by the Service Provider (or, where applicable, any Relevant Person) against the British Council arising out of or in connection with the provision of the Services, except where such claim is as a result of any act or omission of the British Council.
- 4.3 The British Council may at its option satisfy the indemnities set out in clause 4.2 above (in whole or in part) by way of deduction from any outstanding Charges or other payments due to the Service Provider.
- 4.4 Unless agreed to the contrary elsewhere in this Agreement, the Service Provider:
  - 4.4.1 acknowledges and agrees that it is intended that all employees of the Service Provider (if any) shall remain employees of the Service Provider and that termination of this Agreement and/or any Order Contract (or any

part of it) shall not operate to transfer the contracts of employment of any employees to the British Council or any third party; and

- 4.4.2 shall use all reasonable endeavours to ensure that no member of its staff is deployed in the delivery of the Services to such an extent that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (or any applicable equivalent legislation in any relevant jurisdiction, including in the European Union the Acquired Rights Directive (Council Directive 77/187 as amended) and any national legislation enacting to such Directive) may operate to transfer the employment of such member of staff to the British Council or any successor service provider upon termination of this Agreement.

## **5 Price and Payment**

- 5.1 Unless stated otherwise, the Charges are exclusive of value added tax (VAT) or any equivalent sales tax in any applicable jurisdiction, which, if properly chargeable, the British Council shall pay at the prevailing rate within 30 days following receipt from the Service Provider of a valid and accurate tax invoice. In the event that the British Council is required by the laws or regulations of any applicable jurisdiction to deduct any withholding tax or similar taxes from the Charges, the British Council shall deduct and account for such taxes before paying the remainder of the Charges to the Service Provider and shall notify the Service Provider in writing of all such sums properly deducted.
- 5.2 Under current UK legislation it is the responsibility of a supplier to assess its VAT liability for the supply of services. Where UK VAT is applicable, the Service Provider's invoice should show all the necessary entries thereon to make it a valid tax invoice for VAT purposes; and in particular it must show the amount of VAT charged separately. However, the British Council may be of the opinion that the Services being supplied under this Agreement or any Order Contract may not be subject to UK VAT, due to the place of supply not being the UK, and the charging of UK VAT would therefore be inappropriate. The British Council reserves the right to dispute payment of the UK VAT charged by the Service Provider until the issue has been resolved by a ruling in writing obtained from HM Revenue & Customs by the Service Provider, and that ruling shown to the British Council.
- 5.3 The Service Provider shall indemnify and keep indemnified the British Council from and against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the British Council at any time in respect of the Service Provider's failure to account for or to pay any VAT relating to payments made to the Service Provider under this Agreement or any Order Contract. Any amounts due under this clause 5.3 shall be paid in cleared funds by the Service Provider to the British Council not less than seven calendar days before the date on which the tax or other liability is payable by the British Council. The British Council may grant the Service Provider further time to pay where this is deemed appropriate by the British Council taking account of the relevant circumstances.

- 5.4 Unless stated otherwise, the Service Provider shall invoice for the Charges monthly in arrears and all such invoices shall be accompanied by a statement setting out the Services and/or Deliverables supplied in the relevant month in sufficient detail to justify the Charges charged (including any timesheets or other information required by, and to be provided in the format set out in, the British Council Requirements).
- 5.5 Subject to clauses 5.6 to 5.7 below, the British Council shall, unless agreed otherwise by the parties in writing, pay each of the Service Provider's valid and accurate invoices by automated transfer into the Service Provider's nominated bank account no later than 30 days after the invoice is received.
- 5.6 Provided that it notifies the Service Provider in writing in advance, and works in good faith to resolve any issues or disputes, the British Council shall be entitled to withhold payment of any sums in respect of any Services or Deliverables which have not been provided by the Service Provider to the British Council's satisfaction and in accordance with the terms of this Agreement and any Order Contract.
- 5.7 In the event that the British Council makes any overpayment in connection with this Agreement or any Order Contract (or any other agreement between the parties), the British Council may, upon written notice to the Service Provider, deduct the amount of such overpayment from any future invoice or require repayment of such sum within 30 days after the date on which it serves written notice on the Service Provider.
- 5.8 Where there is an End Client, the British Council shall not be obliged to pay any invoice to the extent that it has not received payment relating to that invoice from the End Client.
- 5.9 If the British Council fails to pay any sum properly due and payable (other than any sum disputed in good faith) by the due date for payment, the Service Provider may charge interest on the amount of any such late payment at the rate of 4% per annum above the official bank rate set from time to time by the Bank of England. Such interest will accrue from the date on which payment was due to the date on which payment is actually made. The parties hereby acknowledge and agree that this rate of interest is a substantial remedy for any late payment of any sum properly due and payable.
- 5.10 If Part II of the Housing Grants, Construction and Regeneration Act 1996 incorporating amendments in the Local Democracy, Economic Development and Construction Act 2009 applies, the payment terms set out in Schedule 3, Part 2 shall apply in lieu of clauses 5.4 and 5.6 of this Schedule 4.
- 5.11 If the British Council instructs the Service Provider to perform fewer than all the Services or only part of any Service, the British Council may reduce the Charges proportionately.

## **6 Quality and Performance**

- 6.1 Any person authorised by the British Council and/or the End Client shall be entitled, subject to reasonable notice, to inspect work being undertaken in relation to the

Services and the Deliverables at all reasonable times at the Service Provider's premises or at the premises of any sub-contractor or agent of the Service Provider.

- 6.2 If at any time following the date of provision of any Services or delivery of any Deliverables, any such Services or Deliverables (or any part thereof) are found to be defective or otherwise not in accordance with the requirements of this Agreement, the Service Provider shall promptly on request and without charge, remedy the deficiency by re-performing the Services, or supplying replacements for, the Deliverables.

## **7 Change Control**

- 7.1 If either party wishes to change the scope or provision of the Services (provided that any such change shall not fall outside the scope of the initial procurement exercise carried out, to which this Agreement relates), it shall submit details of the requested change to the other in writing and such change shall only be implemented if agreed in accordance with the remainder of this clause.

- 7.2 If the British Council requests a change to the scope or provision of the Services:

7.2.1 the Service Provider shall, within a reasonable time (and in any event not more than fourteen (14) calendar days after receipt of the British Council's request), provide a written estimate to the British Council of:

- (i) the likely time required to implement the change;
- (ii) any reasonable variations to the Charges arising directly as a result of the proposed change; and
- (iii) any other impact of the change on the terms of this Agreement or any Order Contract;

7.2.2 if, following receipt of the Service Provider's written estimate submitted in accordance with clause 7.2.1, the British Council does not wish to proceed, there shall be no change to this Agreement or Order Contract; and

7.2.3 if the British Council wishes the Service Provider to proceed with the change, the Service Provider shall do so after agreement on the necessary variations to the Charges, the Services and any other relevant terms of this Agreement and/or Order Contract to take account of the change following which this Agreement and/or Order Contract shall be varied by the parties setting out in writing, and signing, the agreed changes in accordance with clause 29.

- 7.3 If the Service Provider requests a change to the scope or provision of the Services, it shall send such request to the British Council in writing, accompanied by a written statement of the matters referred to in clause 7.2.1, and the British Council shall withhold or give its consent to such change in its sole discretion. If the British Council wishes the Service Provider to proceed with the change, the Service Provider shall do

so, following a variation of this Agreement and/or Order Contract in writing in accordance with clause 29.

## **8 Premises**

- 8.1 Subject to clause 2.11.1, the Service Provider shall be entitled to use such parts of the Premises as the British Council may from time to time designate as are necessary for the performance of the Services provided that use of the Premises is to be solely for the purposes of providing the Services and the Service Provider shall neither have nor acquire any right to exclusive possession of part or all of the Premises nor any separate right to occupy or possess part or all of the Premises and nothing in this Agreement shall create a lease or other greater interest in any premises.
- 8.2 The British Council may refuse to admit to, or order the removal from, the Premises any member of the Service Provider's Team or person otherwise acting on behalf of the Service Provider who, in the opinion of the British Council, is not behaving in accordance with the requirements of this Agreement or whose behaviour, conduct or dress, whether at the time the person is seeking admittance to, or at any time the person is present on, the Premises or otherwise, renders that person unfit to be on the Premises or is inappropriate in the context of the country in which the Premises are located. Costs associated with any such refusal of admittance or removal and with the provision of a suitable replacement shall be met by the Service Provider and the British Council shall not be required to pay the Charges in respect of any period during which the Service Provider is refused admittance to, or removed from, the Premises as a result of this clause.

## **9 The Equipment**

- 9.1 The British Council Equipment shall remain the property of the British Council and shall be used by the Service Provider in the performance of the Services and for no other purposes.
- 9.2 The British Council shall be responsible for the repair or replacement of the British Council Equipment unless the need for repair or replacement is caused by the Service Provider's failure to comply with clause 9.3 or by the negligence or default of the Service Provider.
- 9.3 The Service Provider shall maintain all of the British Council Equipment in good and serviceable condition (fair wear and tear excepted) and shall only use the British Council Equipment in accordance with the British Council Equipment manufacturers' recommendations.
- 9.4 The Service Provider shall be liable for any loss of or damage to any of the British Council Equipment caused by the negligence or default of the Service Provider.
- 9.5 The Service Provider shall not in any circumstances have any right to refuse to return to the British Council any of the British Council Equipment and shall take steps necessary to ensure that the title of the British Council and the British Council's right



to repossess the British Council Equipment are effectively brought to the attention of any third party dealing with any of the British Council Equipment.

## **10 Meetings and reporting**

- 10.1 The British Council and the Service Provider shall hold a monthly service review meeting and such other six monthly and/or annual review meeting as set out in the relevant Order Contract, or such other frequency as may be agreed by the parties in writing.
- 10.2 The Service Provider shall comply with the management reporting requirements as set out in the relevant Order Contract.

## **11 Intellectual Property Rights**

- 11.1 Subject to clause 13, each party shall give full disclosure to the other of all Background IPR owned by it which is relevant to the Services (and the Service Provider shall give the British Council full disclosure of any Third Party IPR it intends to use).
- 11.2 All Background IPR and Third Party IPR is and shall remain the exclusive property of the party owning it.
- 11.3 Each party warrants to the other party that its Background IPR does not, so far as it is aware, infringe the rights of any third party and none of its Background IPR is the subject of any actual or, so far as it is aware, threatened challenge, opposition or revocation proceedings.
- 11.4 The Service Provider hereby assigns to the British Council with full title guarantee by way of present and future assignment all its right, title and interest in and to the Project IPR.
- 11.5 The Service Provider shall procure the waiver in favour of the British Council of all moral rights arising under the Copyright, Designs and Patents Act 1988, as amended and revised, or any similar provisions of law in any jurisdiction, relating to the Deliverables.
- 11.6 The British Council hereby grants to the Service Provider an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use the Project IPR and the British Council's Background IPR in, and to the extent necessary for, the performance of the Services.
- 11.7 The Service Provider hereby grants to the British Council an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use the Service Provider's Background IPR included in the Deliverables for any purpose relating to the Project and/or the British Council's interest in the Project including, but not limited to, the advertisement, alteration, building information modelling, completion, construction, demolition, design, development, disposal, extension, fitting-out, funding, letting, maintenance, modification, promotion, reconstruction, refurbishment, reinstatement, repair, sale.

- 11.8 Notwithstanding the completion of the Services or the termination of the Service Provider's appointment under this Agreement, the Service Provider shall give to the British Council any paper copies and electronic copies of the Deliverables that the British Council reasonably requests. The Service Provider shall give these copies to the British Council within 7 days of any request, and the British Council shall pay the Service Provider's reasonable copying costs. The Service Provider shall provide any password, code or other data required to access, decrypt or reproduce any electronic copies of the Deliverables that the Service Provider gives to the British Council.
- 11.9 The Service Provider warrants that it has in place contractual arrangements with all members of the Service Provider's Team assigning to the Service Provider their Intellectual Property Rights and waiving their moral rights (if any) in the Deliverables such that the Service Provider can enter into the assignments, licences and waivers set out in this clause 11.
- 11.10 The Service Provider undertakes at the British Council's request and expense to execute all deeds and documents which may reasonably be required to give effect to this clause 11.
- 11.11 Nothing in this Agreement shall prevent the Service Provider from using any techniques, ideas or know-how gained during the performance of this Agreement in the course of its normal business, to the extent that it does not result in a disclosure of the British Council's Confidential Information or an infringement of Intellectual Property Rights.
- 11.12 Each party shall promptly give written notice to the other party of any actual, threatened or suspected infringement of the Project IPR or the other party's Background IPR of which it becomes aware.

## **12 Limitation of Liability**

- 12.1 Nothing in this Agreement or any Order Contract shall exclude or restrict the liability of either party to the other for death or personal injury resulting from negligence or for fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- 12.2 Subject to clauses 12.1 and 12.3, neither party shall be liable to the other whether in contract, tort, negligence, breach of statutory duty or otherwise for any indirect loss or damage, costs or expenses whatsoever or howsoever arising out of or in connection with this Agreement and/or any Order Contract.
- 12.3 Nothing in this Agreement and/or any Order Contract shall exclude or restrict the liability of the Service Provider to the British Council for any breach by the Service Provider of clause 13 (Confidentiality) or clause 18 (Data Processing).
- 12.4 The Service Provider shall take out and maintain adequate insurance cover at least to the level described in the Special Terms (Schedule 1). The Service Provider shall provide to the British Council forthwith upon request copies of the relevant certificates

and details of any of the insurance cover that it is obliged to have under this clause 12.4.

- 12.5 Subject to clauses 12.1 and 12.2, the British Council's liability to the Service Provider in respect of any one claim or series of linked claims under this Agreement or any Order Contract (whether in contract, tort, negligence, breach of statutory duty or otherwise) shall not exceed an amount equal to the sum of the Charges paid or properly invoiced and due to be paid under this Agreement (including under any Order Contract), plus any late payment interest properly chargeable under the terms of this Agreement, in the twelve (12) month period immediately preceding the event which gives rise to the relevant claim or series of linked claims.
- 12.6 The Service Provider shall indemnify the British Council from and against all loss or liability in connection with physical damage to property, death or personal injury caused by or arising out of the negligence of, or breach of this Agreement or any Order Contract by, the Service Provider or any member of the Service Provider's Team.
- 12.7 The provisions of this clause 12 shall survive the termination of this Agreement and any Order Contract, however arising.

### **13 Confidentiality**

- 13.1 For the purposes of this clause 13:

13.1.1 the "**Disclosing Party**" is the party which discloses Confidential Information to, or in respect of which Confidential Information comes to the knowledge of, the other party; and

13.1.2 the "**Receiving Party**" is the party which receives Confidential Information relating to the other party.

- 13.2 The Receiving Party shall take all necessary precautions to ensure that all Confidential Information it receives under or in connection with this Agreement:

13.2.1 is given only to such of its staff (or, in the case of the Service Provider, the Service Provider's Team) and professional advisors or consultants engaged to advise it in connection with this Agreement as is strictly necessary for the performance of this Agreement and only to the extent necessary for the performance of this Agreement; and

13.2.2 is treated as confidential and not disclosed (without the prior written consent of the Disclosing Party) or used by the Receiving Party or any member of its staff (or, in the case of the Service Provider, the Service Provider's Team) or its professional advisors or consultants otherwise than for the purposes of this Agreement.

- 13.3 The Service Provider shall ensure that all members of the Service Provider's Team or professional advisors or consultants are aware of the Service Provider's confidentiality obligations under this Agreement.

- 13.4 The provisions of clauses 13.2 and 13.3 shall not apply to any Confidential Information which:
- 13.4.1 is or becomes public knowledge (otherwise than by breach of this clause 13);
  - 13.4.2 was in the possession of the Receiving Party, without restriction as to its disclosure, before receiving it from the Disclosing Party;
  - 13.4.3 is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;
  - 13.4.4 is independently developed without access to the Confidential Information; or
  - 13.4.5 must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the Receiving Party.
- 13.5 In the event that the Service Provider fails to comply with this clause 13, the British Council reserves the right to terminate this Agreement by notice in writing with immediate effect.
- 13.6 To the extent any provisions of the Official Secrets Act 1989 or the National Security Act 2023 are applicable to any Confidential Information, nothing in this clause 13 will change those provisions applicable under that legislation.
- 13.7 The Service Provider acknowledges that the British Council is subject to the Information Disclosure Requirements and shall assist and co-operate with the British Council to enable the British Council to comply with those requirements.
- 13.8 Where the British Council receives a Request for Information in relation to information that the Service Provider or any of its sub-contractors is holding on behalf of the British Council and which the British Council does not hold itself, the British Council shall as soon as reasonably practicable after receipt and in any event within five calendar days of receipt, forward the Request for Information to the Service Provider and the Service Provider shall:
- 13.8.1 provide the British Council with a copy of all such information in the form that the British Council requires as soon as practicable and in any event within 10 calendar days (or such other period as the British Council acting reasonably may specify) of the British Council's request; and
  - 13.8.2 provide all necessary assistance as reasonably requested by the British Council to enable the British Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations, as applicable.
- 13.9 The Service Provider acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the British Council may

nevertheless be obliged to disclose the Service Provider's Confidential Information in accordance with the Information Disclosure Requirements:

13.9.1 in certain circumstances without consulting the Service Provider; or

13.9.2 following consultation with the Service Provider and having taken its views into account,

provided always that where clause 13.9.1 above applies, the British Council shall, in accordance with the recommendations of the applicable codes of practice issued under the FOIA, take reasonable steps to draw this to the attention of the Service Provider after any such disclosure.

13.10 The provisions of this clause 13 shall survive the termination of this Agreement, however arising.

## **14 Termination**

14.1 The British Council may terminate this Agreement and/or any relevant Order Contract in whole or in part at any time by giving the Service Provider not less than one month's notice in writing whereupon all work under this Agreement or any relevant Order Contract or the part that has been terminated shall be discontinued.

14.2 Without prejudice to any other rights or remedies which the British Council may have, the British Council may terminate this Agreement and/or any relevant Order Contract without liability to the Service Provider immediately on giving notice to the Service Provider if:

14.2.1 the performance of the Services is delayed, hindered or prevented by a Force Majeure Event for a period in excess of 28 days;

14.2.2 where the Service Provider is a company, there is a change of Control of the Service Provider; or

14.2.3 the Service Provider or any Relevant Person:

- (i) is incapacitated (including by reason of illness or accident) from providing the Services for an aggregate period of five (5) Working Days in any two (2) week consecutive period;
- (ii) is convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed); or
- (iii) is in the reasonable opinion of the British Council or the End Client (if any) negligent and incompetent in the performance of the Services.

- 14.3 Either party may give notice in writing to the other terminating this Agreement and/or any Order Contract with immediate effect if:
- 14.3.1 the other party commits any material breach of any of the terms of this Agreement or any Order Contract and that breach (if capable of remedy) is not remedied within 30 days of notice being given requiring it to be remedied (and where such breach is not capable of remedy, the terminating party shall be entitled to terminate the Agreement and/or Order Contract with immediate effect). For the purposes of this Agreement, a “**material breach**” shall mean a breach (including an anticipatory breach) which is not minimal or trivial in its consequences to the party terminating the Agreement. In deciding whether any breach is material, no regard shall be had to whether it occurs by some accident, mishap, mistake or misunderstanding;
  - 14.3.2 an order is made or a resolution is passed for the winding-up of the other party or an administrator is appointed by order of the court or by other means to manage the affairs, business and property of the other party or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of the other party’s assets or undertaking or circumstances arise which entitle the Court or a creditor to appoint a receiver and/ or manage or administrative receiver or which entitle the Court to make a winding-up or bankruptcy order or the other party takes or suffers any similar or analogous action (in any jurisdiction) in consequence of debt; or
  - 14.3.3 the other party ceases, or threatens to cease, to carry on business.
- 14.4 The British Council may at any time by notice in writing terminate this Agreement and/or any relevant Order Contract with immediate effect if the Service Provider is in persistent breach of any of its obligations under this Agreement or Order Contract, whether or not such breach is capable of remedy. For the purposes of this clause 14.4, three or more non-material breaches of the terms of this Agreement may together constitute a persistent breach.
- 14.5 The British Council shall be entitled to terminate this Agreement and/or any Order Contract at any time with immediate effect (or with effect from such time as the British Council specifies in its notice of termination) by serving written notice on the Service Provider if:
- 14.5.1 the End Client Agreement terminates;
  - 14.5.2 the End Client instructs the British Council in writing to terminate this Agreement;
  - 14.5.3 a provider of funding to the British Council for the Services instructs the British Council in writing to terminate this Agreement; or

- 14.5.4 the funding for the Services is otherwise withdrawn or ceases.
- 14.6 In any circumstances where the British Council has the right to terminate this Agreement and/or any Order Contract it may instead, by serving written notice on the Service Provider, opt to suspend the provision of the Services for a reasonable period and the British Council shall not be required to pay any Charges in respect of such period of suspension.
- 14.7 On termination of this Agreement and/or any Order Contract for any reason the Service Provider shall immediately deliver to the British Council:
- 14.7.1 all copies of information and data provided by the British Council to the Service Provider for the purposes of this Agreement and the Service Provider shall certify to the British Council that it has not retained any copies of such information or data, except for one copy which the Service Provider may use for audit purposes only and subject to the confidentiality obligations in clause 13; and
- 14.7.2 all specifications, programs (including source codes) and other documentation comprised in the Deliverables and existing at the date of such termination, whether or not then complete and all Intellectual Property Rights in such materials shall automatically pass to the British Council (to the extent that they have not already done so by virtue of clause 11.4).
- 14.8 If the Service Provider fails to fulfil its obligations under clause 14.7, the British Council may enter the Service Provider's premises and take possession of any items which should have been returned under it. Until they have been returned or repossessed, the Service Provider shall be solely responsible for their safe keeping.
- 14.9 During the period between service of a notice of termination and the effective date of termination, the Service Provider shall provide the British Council with all reasonable assistance and information to enable an efficient handover to a new service provider (or to the British Council).
- 14.10 Termination of this Agreement and/or any Order Contract, however it arises, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly stated to survive, or implicitly surviving, termination.
- 14.11 The British Council shall pay the Charges for the terminated Services up to the effective date of termination. In addition, if the Agreement is terminated by the British Council pursuant to clause 14.1 or by the Service Provider pursuant to clause 14.2 above, the British Council shall reimburse the Service Provider for the reasonable costs or expenses that the Service Provider can demonstrate that it has properly incurred specifically for the purposes of the Project and which it cannot recover or which it cannot utilise in connection with another British Council project provided that the Service Provider shall use its reasonable endeavours to mitigate the level of such costs and expenses.

## **15     Sub-Contracting**

- 15.1     The Service Provider may not sub-contract the provision of any material part of the Services without the prior written consent of the British Council, such consent not to be unreasonably withheld or delayed.
- 15.2     Notwithstanding any sub-contracting permitted under clause 15.1, the Service Provider shall remain wholly liable and responsible for all acts and omissions (howsoever arising) of its sub-contractors in the performance of the Services and the supply of the Deliverables.
- 15.3     Where the Service Provider enters into a Sub-Contract, the Service Provider shall:
- 15.3.1     pay any valid invoice received from its subcontractor within 30 days following receipt of the relevant invoice payable under the Sub-Contract; and
- 15.3.2     include in that Sub-Contract a provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clause 15.3.1 of this Agreement.
- 15.4     In clause 15.3, “**Sub-Contract**” means a contract between two or more suppliers, at any stage of remoteness from the British Council 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.
- 15.5     The British Council reserves the right to request the replacement of any approved sub-contractor on reasonable grounds.

## **16     Collateral warranty**

- 16.1     At the British Council’s request, whether before or after the completion of the Services or the termination of the Service Provider’s appointment under this Agreement, the Service Provider shall execute and deliver to the British Council within 7 days of the request a deed of warranty in favour of any Beneficiary (as defined therein) in the form set out in Schedule 8, including any amendments that the British Council reasonably requires.

## **17     Anti-Corruption, Anti-Collusion and Tax Evasion**

- 17.1     The Service Provider undertakes and warrants that it has not offered, given or agreed to give (and that it will not offer, give or agree to give) to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do anything in relation to the obtaining of this Agreement or the performance by the Service Provider of its obligations under this Agreement.
- 17.2     The Service Provider warrants that it, and any Relevant Person, has and will retain in place, and undertakes that it, and any Relevant Person, will at all times comply with, policies and procedures to avoid the risk of bribery (as set out in the Bribery Act 2010),



tax evasion (as set out in the Criminal Finances Act 2017) and fraud within its organisation and in connection with its dealings with other parties, whether in the UK or overseas.

17.3 The Service Provider warrants that:

- 17.3.1 it, and any Relevant Person, has not colluded, and undertakes that it will not at any time collude, with any third party in any way in connection with this Agreement (including in respect of pricing under this Agreement); and
- 17.3.2 it, and any Relevant Person, has not engaged, and will not at any time engage, in any activity, practice or conduct which would constitute either:
  - (i) a UK tax evasion facilitation offence under section 45 of the Criminal Finances Act 2017; or
  - (ii) a foreign tax evasion facilitation offence under section 46 of the Criminal Finances Act 2017.

Nothing under this clause 17.3 is intended to prevent the Service Provider from discussing the terms of this Agreement and the Service Provider's pricing with the Service Provider's professional advisors.

17.4 The Service Provider acknowledges and agrees that British Council may, at any point during the Term and on any number of occasions, carry out searches of relevant third party screening databases (each a "**Screening Database**") to ensure that neither the Service Provider, the Service Provider's Team nor any of the Service Provider's Team's directors or shareholders (where applicable), is or have been listed:

- 17.4.1 as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
- 17.4.2 as being wanted by Interpol or any national law enforcement body in connection with crime;
- 17.4.3 as being subject to regulatory action by a national or international enforcement body;
- 17.4.4 as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- 17.4.5 as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person,

(together the "**Prohibited Entities**").

17.5 The Service Provider warrants that it will not make payment to, transfer property to, or otherwise have dealings with, any Prohibited Entity.

- 17.6 If any of the Service Provider, the Service Provider's Team or the Service Provider's Team's directors or shareholders (where applicable) is:
- 17.6.1 listed in a Screening Database for any of the reasons set out in clause 17.4, or
  - 17.6.2 breaches any of its obligations set out in clauses 17.1, 17.2, 17.3 or 17.5;
- then the Service Provider shall promptly notify the British Council of any such breach(es) and the British Council shall be entitled to take the steps set out at clause 17.7 below.
- 17.7 In the circumstances described at clause 17.6.1 and/or 17.6.2, and without prejudice to any other rights or remedies which the British Council may have, the British Council may:
- 17.7.1 terminate this Agreement without liability to the Service Provider immediately on giving notice to the Service Provider; and/or
  - 17.7.2 require the Service Provider to take any steps the British Council reasonably considers necessary to manage the risk to the British Council of contracting with the Service Provider (and the Service Provider shall take all such steps and shall provide evidence of its compliance if required); and/or
  - 17.7.3 reduce, withhold or claim a repayment (in full or in part) of the charges payable under this Agreement; and/or
  - 17.7.4 share such information with third parties.
- 17.8 The Service Provider shall provide the British Council with all information reasonably requested by the British Council to complete the screening searches described in clause 17.4.
- 17.9 Without limitation to clauses 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7 and 17.8 above, the Service Provider shall:
- 17.9.1 ensure that all Relevant Persons involved in providing the Services or with this Agreement have been vetted and that due diligence is undertaken on a regular continuing basis to such standard or level of assurance as is reasonably necessary in relation to a person in that position in the relevant circumstances;
  - 17.9.2 maintain accurate and up to date records of:
    - (i) any requests to facilitate any UK tax evasion offence or any foreign tax evasion offence made to the Service Provider or any Relevant Person in connection with the Services or with this Agreement either in the United Kingdom or elsewhere;

- (ii) any action taken by the Service Provider or any Relevant Person to inform the relevant enforcement bodies or regulatory authorities that the Service Provider or any Relevant Person has been requested to facilitate a UK tax evasion offence or a foreign tax evasion offence (except to the extent that the Service Provider or any Relevant Person is prevented by law from doing so);
  - (iii) its compliance with its obligations under this clause 17 and all training and guidance provided to Relevant Persons in respect of the obligations under this clause and applicable laws for the prevention of tax evasion;
  - (iv) the Service Provider's monitoring of compliance by Relevant Persons with applicable policies and procedures; and
  - (v) the measures that the Service Provider has taken in response to any incidence of suspected or actual tax evasion or facilitation of tax evasion or breach of this clause 17;
- 17.9.3 maintain and provide such access to the records or information referred to in clause 17.9.2; and
- 17.9.4 ensure that all Relevant Persons involved in performing services in connection with this Agreement are subject to and at all times comply with equivalent obligations to the Service Provider under this clause 17.
- 17.10 For the purposes of this clause 17, the expression "**Relevant Person**" shall mean all or any of the following: (a) Relevant Persons; and (b) any Relevant Person employed or engaged by a Relevant Person.

## **18 Data Processing**

18.1 Clauses 18.1 to 18.14 apply to the Processing of Personal Data within the United Kingdom (UK) or the European Economic Area or any country deemed to provide an adequate level of protection under Article 45 of the EU GDPR and Article 45 of the UK GDPR.

18.2 In this clause:

**"Controller"** means a "controller" for the purposes of the GDPR (as such legislation is applicable);

**"Data Protection Legislation"** shall mean any applicable law relating to the processing, privacy and use of Personal Data, as applicable to either party or the Services under this Agreement, including the DPA and/or the GDPR, and /or any corresponding or equivalent national laws or regulations; and any laws which implement any such laws; and any laws that replace, extend, re-enact, consolidate or amend any of the foregoing; all guidance, guidelines, codes of practice and codes of

conduct issued by any relevant regulator, authority or body responsible for administering Data Protection Legislation (in each case whether or not legally binding);

**“Data Subject”** has the same meaning as in the Data Protection Legislation;

**“DPA”** means the UK Data Protection Act 2018;

**“EU GDPR”** means the General Data Protection Regulation (EU) 2016/679;

**“GDPR”** means, as applicable, the EU GDPR or the UK GDPR;

**“International Organisation”** has the same meaning as in the GDPR;

**“Personal Data”** means “personal data” (as defined in the Data Protection Legislation) that are Processed under this Agreement;

**“Personal Data Breach”** means a breach of security leading to the accidental or unlawful destruction, corruption, loss, alteration, unauthorised disclosure of, unauthorised access, attempted access (physical or otherwise) or access to, Personal Data transmitted, stored or otherwise processed;

**“Processing”** has the same meaning as in the Data Protection Legislation and “Process” and “Processed” shall be construed accordingly;

**“Processor”** means a “processor” for the purposes of the GDPR (as such legislation is applicable);

**“Sub-Processor”** means a third party engaged by the Processor for carrying out processing activities in respect of the Personal Data on behalf of the Processor;

**“Supervisory Authority”** means any independent public authority responsible for monitoring the application of the Data Protection Legislation in the UK or any member state of the European Union;

**“Third Country”** means a country or territory outside the UK; and

**“UK GDPR”** has the meaning given in section 3(10) of the DPA (as amended).

- 18.3 For the purposes of the Data Protection Legislation, the British Council is the Controller and the Service Provider is the Processor in respect of the Personal Data.
- 18.4 Details of the subject matter and duration of the Processing, the nature and purpose of the Processing, the type of Personal Data and the categories of Data Subjects whose Personal Data is being Processed in connection with the Services are set out in Schedule 7 to this Agreement.
- 18.5 The Service Provider shall:
  - 18.5.1 Process the Personal Data only to the extent, and in such manner, as is necessary for the purpose of carry out its duties under this Agreement and

in accordance with the British Council's written instructions and this clause (unless otherwise required by applicable laws as referred to in clause 18.6.3);

- 18.5.2 implement appropriate technical and organisational measures in accordance with the Data Protection Legislation to ensure a level of security appropriate to the risks that are presented by such Processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data, taking into account the state of the art, the costs of implementation, the nature, scope, context and purposes of Processing and the likelihood and severity of risk in relation to the rights and freedoms of the Data Subjects;
- 18.5.3 ensure it has taken all reasonable steps to ensure the reliability and integrity of any employees or other persons authorised to Process the Personal Data;
- 18.5.4 ensure that any employees or other persons authorised to Process the Personal Data are:
  - (i) subject to appropriate obligations of confidentiality, and
  - (ii) subject to adequate training in the use, protection and handling of personal data;
- 18.5.5 not engage any Sub-Processor to carry out its Processing obligations under this Agreement without obtaining the prior written consent of the British Council and, where such consent is given, the Service Provider procuring by way of a written contract that such Sub-Processor will, at all times during the engagement, be subject to data Processing obligations equivalent to those set out in this clause. The British Council reserves the right during this Agreement to request evidence from the Service Provider to support compliance with this clause 18.5.5 and the Service Provider shall provide such evidence within three working days;
- 18.5.6 assist and co-operate with the British Council as requested to ensure the British Council's compliance with its obligations under the Data Protection Legislation with respect to:
  - (i) carrying out and/or reviewing data protection impact assessments where necessary in accordance with Article 35 of the GDPR;
  - (ii) implementing such technical and organisational measures to enable the British Council to respond to requests from Data Subjects exercising their rights under the Data Protection Legislation, which shall include but not be limited to:

- (A) providing Personal Data and details of the Processing of Personal Data to the British Council in response to Data Subjects' exercising their rights of access; and
  - (B) deleting and/or rectifying Personal Data in response to a request from a Data Subject; and
- 18.5.7 not Process or otherwise transfer any Personal Data to any Third Country without prior written consent from the British Council and, where such consent is given, (whether in Schedule 7 or separately), the Service Provider shall comply with the following conditions;
  - (i) ensure the Data Subject has enforceable rights and effective legal remedies;
  - (ii) comply with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred;
  - (iii) comply with reasonable instructions notified to it in advance by the British Council with respect to the Processing of the Personal Data; and
  - (iv) only transfer Personal Data to the relevant Third Country where the relevant requirements under Articles 44 to 50 of the GDPR are met.
- 18.6 The Service Provider shall notify the British Council promptly:
  - 18.6.1 if it becomes aware that in following the instructions of the British Council, it shall be breaching the Data Protection Legislation;
  - 18.6.2 on receipt of notice of any complaint made to a Supervisory Authority or any finding by a Supervisory Authority in relation to its Processing of Personal Data, whether it is Personal Data being Processed under this Agreement or otherwise;
  - 18.6.3 if the Service Provider believes it is under a legal obligation to Process the Personal Data other than in accordance with the British Council's instructions and provide the British Council with details of such legal obligation, unless the law prohibits such information on important grounds of public interest;
  - 18.6.4 (and in any event within 3 days) of:
    - (i) a request received by the Service Provider or a Sub-Processor from a Data Subject for access to that person's Personal Data; and

- (ii) a complaint or request received by the Service Provider or a Sub-Processor from a Data Subject relating to the British Council's obligations under the Data Protection Legislation;

and the Service Provider shall provide the British Council with full co-operation and assistance in relation to any such complaint or request including where the complaint or request was received by the Service Provider, a Sub-Processor or the British Council.

18.7 The Service Provider shall:

- 18.7.1 notify the British Council promptly (and in any event within 24 hours) of becoming aware of any actual, suspected or threatened Personal Data Breach of any component of the Personal Data;
- 18.7.2 ensure that such notice includes details of the nature of the breach, including the categories and approximate number of Data Subjects and records concerned and the remediation measures being taken to mitigate and contain the breach; and
- 18.7.3 provide prompt assistance as requested by the British Council following the notification of an actual, suspected or threatened Personal Data Breach referred to in clause 18.7.1.

18.8 In the event of a notification under clause 18.7, the Service Provider shall not notify the Data Subject or any third party unless such disclosure is required by Data Protection Legislation or other law or is otherwise approved by the British Council.

18.9 The Service Provider and its Sub-Processors shall maintain accurate written records of the Processing it carries out in connection with this Agreement and on request by the British Council, make available all information necessary to demonstrate the Service Provider's compliance under Data Protection Legislation and the terms of this Agreement.

18.10 The Service Provider and its Sub-Processors shall allow for and contribute to audits, including inspections, by the British Council (or its authorised representative) in relation to the Processing of the British Council's Personal Data by the Service Provider and its Sub-Processors to support the Service Provider in their compliance of clause 18.9.

18.11 The Service Provider warrants that in carrying out its obligations under this Agreement it will not breach the Data Protection Legislation or do or omit to do anything that might cause the British Council to be in breach of the Data Protection Legislation.

18.12 The Service Provider shall indemnify and keep indemnified the British Council and the British Council Entities against all Personal Data losses suffered or incurred by, awarded against or agreed to be paid by, the British Council or British Council Entities arising from a breach by the Service Provider (or any Sub-Processor) of (a) its data

protection obligations under this Agreement; or (b) the Service Provider (or any Sub-Processor) acting outside or contrary to the lawful instruction of the British Council.

- 18.13 On termination or expiry of this Agreement, the Service Provider (or any Sub-Processor) shall, except to the extent it is required to retain a copy by law, stop Processing the Personal Data and return and/or destroy it at the request of the British Council. The Service Provider shall return the Personal Data in an open machine-readable format, via a secure agreed route at no cost to the British Council and the Service Provider shall provide confirmation of destruction of any other copies including details of the date, time and method of destruction.
- 18.14 These clauses may be amended at any time by the British Council giving at least 30 days' written notice to the other party stating that applicable controller to processor standard clauses laid down by the European Commission or adopted by the UK Information Commissioner's office or other Supervisory Authority are to be incorporated into this Agreement and replace clauses 18.2 to 18.8 and clause 18.13 above.

## **19 Audit**

- 19.1 The Service Provider will fully co-operate with and assist the British Council in meeting its audit and regulatory requirements by providing access for the British Council, the End Client and its internal auditors (which shall include, for the purposes of this Agreement the British Council's internal, audit, security, safeguarding and operational risk functions), its external auditors or any agents appointed by the British Council or their regulators (or any person appointed by such body) to conduct appropriate reviews and inspections of the activities and records of the Service Provider (and to take copies of records and documents and interview members of the Service Provider's staff) relating to the performance of the Services and the accuracy of the Charges. The Service Provider shall maintain all records relating to this Agreement (including the provision of the Services and the receipt of all Charges and expenses) for a period of seven (7) years following the year in which the provision of the Services and/or Deliverables under this Agreement and any Order Contract is completed or terminated in accordance with clause 15 or such longer period as the British Council may notify to the Service Provider in writing from time to time.
- 19.2 The Service Provider shall bear its own cost in relation to any reasonable number of audits carried out by the British Council and/or the End Client. Where any audit reveals any breach or non-compliance by the Service Provider, the Service Provider shall also bear the costs of the British Council and/or the End Client carrying out such audit.

## **20 Publicity**

- 20.1 The Service Provider shall not publicise the terms of this Agreement or relevant Order Contract or use the name of the British Council or any trade name or trade mark used by the British Council or refer to the British Council in any other way in any press release, promotional literature, publications or advertising material, including any



website, “blogs”, social media or other online services, without the prior written consent of the British Council.

## **21 Health and Safety**

- 21.1 The Service Provider shall promptly notify the British Council of any health and safety hazards which may arise in connection with the performance of this Agreement or any Order Contract, take such steps as are reasonably necessary to ensure the health and safety of persons likely to be affected by the performance of the Services and notify the British Council of any incident occurring in connection with the provision of the Services which causes or could give rise to personal injury.
- 21.2 The Service Provider shall take all necessary measures to comply with the requirements of the Health & Safety at Work Etc Act 1974 (or any equivalent legislation in any applicable jurisdiction) and any other acts, orders, regulations and codes of practice (including any approved codes of practice) relating to health and safety, which may apply to the performance of this Agreement or any Order Contract.

## **22 Employees**

- 22.1 The Service Provider agrees that it will not, without the prior written consent of the British Council, whether directly or indirectly, and whether alone or in conjunction with, or on behalf of, any other person during the Term of this Agreement or any Order Contract or for a period of 6 (six) months following termination, solicit or entice, or endeavour to solicit or entice away from the British Council any person employed by the British Council and involved directly in the receipt or use of the Services.

## **23 Safeguarding and Protecting Children and Vulnerable Adults**

- 23.1 The Service Provider will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council’s Safeguarding Policy and Adults at Risk Policy included in the British Council Requirements as amended from time to time, which the Service Provider acknowledges may include submitting checks by the UK Disclosure & Barring Service (DBS) and/or equivalent local checks<sup>4</sup>.
- 23.2 The Service Provider must provide to the British Council, documentary evidence of the relevant disclosure and/or the criminal records checks in advance of undertaking any

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<sup>4</sup> Equivalent local checks include, but are not limited to, the ACRO Criminal Records Office, ‘International Child Protection Certificate’ online criminal records checks and Code of Good Conduct’ or any other services as detailed at the following link: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> (when/if link does not work contact the British Council Project manager)

activities involving children and/or vulnerable adults in connection with the Services under this Agreement.

- 23.3 In addition, the Service Provider will ensure that, where it engages any other party to supply any of the Services under this Agreement, that party will also comply with the same requirements as if they were a party to this Agreement.

## **24 Anti-slavery and human trafficking**

- 24.1 The Service Provider shall:

- 24.1.1 ensure that slavery and human trafficking is not taking place in any part of its business or in any part of its supply chain;
- 24.1.2 implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains;
- 24.1.3 respond promptly to all slavery and human trafficking due diligence questionnaires issued to it by the British Council from time to time and ensure that its responses to all such questionnaires are complete and accurate; and
- 24.1.4 notify the British Council as soon as it becomes aware of any actual or suspected slavery or human trafficking in any part of its business or in a supply chain which has a connection with this Agreement.

- 24.2 If the Service Provider fails to comply with any of its obligations under clause 24.1, without prejudice to any other rights or remedies which the British Council may have, the British Council shall be entitled to:

- 24.2.1 terminate this Agreement without liability to the Service Provider immediately on giving notice to the Service Provider; and/or
- 24.2.2 require the Service Provider to take any steps the British Council reasonably considers necessary to manage the risk to the British Council of contracting with the Service Provider (and the Service Provider shall take all such steps); and/or
- 24.2.3 reduce, withhold or claim a repayment (in full or in part) of the charges payable under this Agreement; and/or
- 24.2.4 share with third parties information about such non-compliance.

## **25 Equality, Diversity, Inclusion and the Environment**

- 25.1 The Service Provider shall ensure that it does not, whether as an employer or provider of services and/or goods, discriminate within the meaning of the Equality Legislation.

- 25.2 The Service Provider shall comply with any equality or diversity policies or guidelines included in the British Council Requirements.
- 25.3 The Service Provider and any third party services procured by the Service Provider under this Agreement shall comply with all applicable legislation, codes of practice and statutory guidance (together, the “Legislative Position”) relevant to the protection of the environment. For the avoidance of doubt, the default applicable Legislative Position in England and Wales will prevail over any local Legislative Position unless the latter is more stringent, in which case it shall take precedence.
- 25.4 The Service Provider shall comply with any environmental policies or guidelines included in the British Council Requirements as amended from time to time.
- 25.5 The Service Provider shall ensure that any Services or where applicable, Goods, are designed, sourced and delivered in a manner which is environmentally and socially responsible. For the avoidance of doubt, ISO 14001 and ISO 26000 may be used as guidance for meeting the obligations under this provision.

## **26 Assignment**

- 26.1 The Service Provider shall not, without the prior written consent of the British Council, assign, transfer, charge, create a trust in, or deal in any other manner with all or any of its rights or obligations under this Agreement.
- 26.2 The British Council may assign or novate this Agreement to: (i) any separate entity Controlled by the British Council; (ii) any body or department which succeeds to those functions of the British Council to which this Agreement relates; or (iii) any provider of outsourcing or third party services that is employed under a service contract to provide services to the British Council. The Service Provider warrants and represents that it will (at the British Council’s reasonable expense) execute all such documents and carry out all such acts, as reasonably required to give effect to this clause 26.2.

## **27 Waiver**

- 27.1 A waiver of any right under this Agreement is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.

## **28 Entire agreement**

- 28.1 This Agreement and any documents referred to in it constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and supersede, cancel and replace all prior agreements, licences, negotiations and discussions between the parties relating to it. Each party confirms and acknowledges that it has not been induced to enter into this Agreement by, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) not expressly incorporated into

it. However, nothing in this Agreement purports to exclude liability for any fraudulent statement or act.

**29     Variation**

- 29.1 No variation of this Agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

**30     Severance**

- 30.1 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.

**31     Counterparts**

- 31.1 This Agreement may be executed in counterparts, each of which when executed shall constitute a duplicate original, but all counterparts shall together constitute one agreement. Where this Agreement is executed in counterparts, following execution each party must promptly deliver the counterpart it has executed to the other party. Transmission of an executed counterpart of this Agreement by email in PDF, JPEG or other agreed format shall take effect as delivery of an executed counterpart of this Agreement.

**32     Third party rights**

- 32.1 Subject to clause 1.2.4, this Agreement does not create any rights or benefits enforceable by any person not a party to it except that a person who under clause 26 is a permitted successor or assignee of the rights or benefits of a party may enforce such rights or benefits.
- 32.2 The parties agree that no consent from the British Council Entities or the persons referred to in this clause is required for the parties to vary or rescind this Agreement (whether or not in a way that varies or extinguishes rights or benefits in favour of such third parties).

**33     No partnership or agency**

- 33.1 Nothing in this Agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power) and neither party shall incur any expenditure in the name of or for the account of the other.

## **34     Force Majeure**

- 34.1     Subject to clauses 34.2 and 34.3, neither party shall be in breach of this Agreement if it is prevented from or delayed in carrying on its business and/or material obligations hereunder by a Force Majeure Event.
- 34.2     A party that is subject to a Force Majeure Event shall not be in breach of this Agreement provided that:
- 34.2.1     it promptly notifies the other party in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance;
- 34.2.2     it could not have avoided the effect of the Force Majeure Event by taking precautions which, having regard to all the matters known to it before the Force Majeure Event, it ought reasonably to have taken, but did not; and
- 34.2.3     it has used all reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible.
- 34.3     Nothing in this clause 34 shall excuse a party for non-performance (or other breach) of this Agreement if such non-performance (or other breach) results from the acts or omissions of any of that party's consultants and/or sub-contractors (except where such acts or omissions are caused by a Force Majeure Event).

## **35     Notice**

- 35.1     Notice given under this Agreement shall be in writing, sent for the attention of the person signing this Agreement on behalf of the recipient party and to the address given on the front page of this Agreement (or such other address or person as the relevant party may notify to the other party), or by email, and shall be delivered:
- 35.1.1     personally, in which case the notice will be deemed to have been received at the time of delivery;
- 35.1.2     by pre-paid, first-class post if the notice is being sent to an address within the country of posting, in which case the notice will be deemed to have been received at 09:00 in the country of receipt on the second (2nd) normal working day in the country specified in the recipient's address for notices after the date of posting;
- 35.1.3     by international standard post if being sent to an address outside the country of posting, in which case the notice will be deemed to have been received at 09:00 in the country of receipt on the seventh (7th) normal working day in the country specified in the recipient's address for notices after the date of posting; or

- 35.1.4 by email to the relevant email address specified in clause 6 of Schedule 1 (or such other email address as the relevant party may notify to the other party), in which case, the notice will be deemed to have been received at the time of transmission, or if this time falls outside of Working Hours, when Working Hours resume, in each case provided that no out of office auto-reply or error message is received by the sender in response within one hour after transmission of the notice. If an out of office auto-reply or error message is received by the sender in response within one hour after transmission of the notice, then no valid notice has been delivered and the notice must be sent by one of the alternative methods listed above.
- 35.2 To prove service of notice under clauses 35.1.1 to 35.1.3 above, it is sufficient to prove that the envelope containing the notice was properly addressed and posted or handed to the courier.
- 36 Governing Law and Dispute Resolution Procedure**
- 36.1 This Agreement and any dispute or claim (including any non-contractual dispute or claim) arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the laws of England and Wales.
- 36.2 Subject to the remainder of this clause 36, the parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including any non-contractual dispute or claim) that arises out of or in connection with this Agreement or its subject matter.
- 36.3 In the event that any claim or dispute arises out of or in connection with this Agreement, the parties shall, following service of written notice by one party on the other, attempt to resolve amicably by way of good faith negotiations and discussions any such dispute or claim as soon as reasonably practicable (and in any event within 14 calendar days after such notice or by such later date as the parties may otherwise agree in writing). If the parties are unable to resolve the dispute or claim in accordance with this clause 36.3, either party may commence proceedings in accordance with clause 36.2.
- 36.4 Nothing in this clause 36 shall prevent either party from applying at any time to the court for injunctive relief on the grounds of infringement, or threatened infringement, of the other party's obligations of confidentiality contained in this Agreement or infringement, or threatened infringement, of the applicant's Intellectual Property Rights.

## **Schedule 5**

### **Order Process**

- 1 Orders shall be placed by authorised personnel in relevant offices of the British Council. A list of authorised personnel will be provided to the Service Provider. This list can only be modified by **[name]**. If the list is modified, an updated list shall be provided to the Service Provider.
- 2 Any Order specific requirements shall be set out as Order Specific Terms.
- 3 Orders will include a reference number of the format **[number]** which can be regarded as the mark that the Order has the necessary approval within the British Council.
- 4 An Order must not be accepted by the Service Provider unless it is on a valid British Council order form (as set out at Schedule 6), which is signed by the relevant authorised person in accordance with clause 1 of this Schedule 5 at the relevant British Council office.

## **Schedule 6**

### **Template Form of Order for Services**

***[Insert appropriate template order form]***

***[Note: Any Deliverables in respect of which Intellectual Property Rights are to be transferred rather than licensed to the British Council) should clearly be identified as such]***

***[Note: Any Relevant Person(s) for the specific Order should be identified]***



## **Schedule 7**

### **Data Processing Schedule**

#### **Part A**

<b>Description</b>	<b>Details</b>
<b>Duration of Processing</b>	<i>[Clearly set out the duration of the processing including dates]</i>
<b>The frequency of the transfer</b>	<i>[Clearly set out if the data is transferred on a one-off or continuous basis]</i>
<b>Nature and purpose of Processing</b>	<i>[Please be as specific as possible, but make sure that you cover all intended purposes. 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. The purpose might include: employment processing, marketing, statutory obligation, grant distribution and management, event management recruitment assessment etc]</i>
<b>Type of Personal Data</b>	<i>[Examples here include: name, address, date of birth, National identification number, telephone number, pay, images, biometric data etc]</i>
<b>Categories of Data Subjects</b>	<i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, students / pupils, members of the public, users of a particular website etc]</i>
<b>Sensitive data transferred (if applicable) and applied restrictions or safeguards</b>	<i>[The restrictions and safeguards fully take into consideration the nature of the data and the risks involved, such as for instance strict purpose limitation, access restrictions (including access only for staff having followed specialised training), keeping a record of access to the data, restrictions for onward transfers or additional security measures]</i>
<b>Countries or International Organisations Personal Data will be transferred to</b>	<i>[name the countries and International Organisations (where applicable). Where not applicable state N/A. NB: "International Organisation" is defined in the GDPR as "an organisation and its subordinate</i>

	<i>bodies governed by public international law, or any other body which is set up by, or on the basis of, an agreement between two or more countries.”]</i>
<b>Sub-Processors</b>	<i>[name and contact address of Sub-Processor(s) (where applicable) and brief description of the nature of processing of personal data that they are undertaking under this agreement, where not applicable state N/A]</i>

## Part B

### **[Guidance notes for Part B**

#### **When to include this Part B:**

- (1) *This Part B must be included if personal information or data will be transferred from the British Council (UK charity) to the Service Provider where the Service Provider will store, host, access or use or otherwise process that information or data in a country that is **not** listed in the Note for Data Protection in the Special Terms (Schedule 1); and where the British Council is a **controller** and the Service Provider is a **processor**.*
- (2) *If the Service Provider is not a processor, then please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance, as amendments will be required to this Part B.*
- (3) *If the Service Provider will only store, host, access or use or otherwise process personal data or information only in a country or countries that **are** listed in the Note for Data Protection in the Special Terms (Schedule 1), then this Part B can be deleted entirely.*

#### **How to complete this Part B:**

- (1) *Details that need to be completed by users of this Global Model Contracts Portal template in this Part B are highlighted in **yellow**. **No other amendments may be made to this Part B without approval from the British Council's Information Governance & Risk Management Team.***
- (2) *If you have questions about the information that needs to be added where highlighted in **yellow**, please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance.*

**Delete these guidance notes before finalising and signing the Agreement.]**

## Part B

### International Data Transfer Addendum to the EU Commission Standard Contractual Clauses

VERSION B1.0, in force 21 March 2022

This Addendum has been issued by the Information Commissioner for Parties making Restricted Transfers. The Information Commissioner considers that it provides Appropriate Safeguards for Restricted Transfers when it is entered into as a legally binding contract.

#### 1.1 **Part 1: Tables**

Table 1: Parties

<b>Start date</b>	As stated on the front page of the wider contract into which this Addendum is incorporated	
<b>The Parties</b>	<b>Exporter (who sends the Restricted Transfer)</b>	<b>Importer (who receives the Restricted Transfer)</b>
<b>Parties' details</b>	Full legal name: British Council Trading name (if different): N/A Main address (if a company registered address): 1 Redman Place, Stratford, London E20 1JQ Official registration number (if any) (company number or similar identifier): Incorporated by Royal Charter and registered as a charity under number 209131 in England & Wales and number SC037733 in Scotland	Full legal name: As stated on the front page of the wider contract into which this Addendum is incorporated Trading name (if different): ..... Main address (if a company registered address): As stated on the front page of the wider contract into which this Addendum is incorporated Official registration number (if any) (company number or similar identifier): As stated on the front page of the wider contract into which this Addendum is incorporated
<b>Key Contact</b>	Full Name (optional): ..... Job Title: .....	Full Name (optional): ..... Job Title: .....

	Contact details including email: .....	Contact details including email: .....
<b>Signature (if required for the purposes of Section 2)</b>	Not required	Not required

Table 2: Selected SCCs, Modules and Selected Clauses

<b>Addendum EU SCCs</b>		<input checked="" type="checkbox"/> The version of the Approved EU SCCs which this Addendum is appended to, detailed below, including the Appendix Information:  Date: Approved EU SCCs of 4.6.2021  Reference (if any): N/A  Other identifier (if any): Set out in Schedule 7, Part C to the wider contract into which this Addendum is incorporated  Or  <input type="checkbox"/> the Approved EU SCCs, including the Appendix Information and with only the following modules, clauses or optional provisions of the Approved EU SCCs brought into effect for the purposes of this Addendum:				
Module	Module in operation	Clause 7 (Docking Clause)	Clause 11 (Option)	Clause 9a (Prior Authorisation or General Authorisation)	Clause 9a (Time period)	Is personal data received from the Importer combined with personal data collected by the Exporter?
1						
2						
3						
4						

Table 3: Appendix Information

“**Appendix Information**” means the information which must be provided for the selected modules as set out in the Appendix of the Approved EU SCCs (other than the Parties), and which for this Addendum is set out in:

Annex 1A: List of Parties: Refer to the completed Approved EU SCCs in Schedule 7, Part C to the wider contract into which this Addendum is incorporated

Annex 1B: Description of Transfer: Refer to the completed Approved EU SCCs in Schedule 7, Part C to the wider contract into which this Addendum is incorporated

Annex II: Technical and organisational measures including technical and organisational measures to ensure the security of the data: Refer to the completed Approved EU SCCs in Schedule 7, Part C to the wider contract into which this Addendum is incorporated

Annex III: List of Sub processors (Modules 2 and 3 only): Refer to the completed Approved EU SCCs in Schedule 7, Part C to the wider contract into which this Addendum is incorporated

Table 4: Ending this Addendum when the Approved Addendum Changes

<b>Ending this Addendum when the Approved Addendum changes</b>	Which Parties may end this Addendum as set out in Section 19:  <input type="checkbox"/> Importer <input checked="" type="checkbox"/> Exporter  <input type="checkbox"/> neither Party
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## 1.2 Part 2: Mandatory Clauses

### Entering into this Addendum

- Each Party agrees to be bound by the terms and conditions set out in this Addendum, in exchange for the other Party also agreeing to be bound by this Addendum.
- Although Annex 1A and Clause 7 of the Approved EU SCCs require signature by the Parties, for the purpose of making Restricted Transfers, the Parties may enter into this Addendum in any way that makes them legally binding on the Parties and allows data subjects to enforce their rights as set out in this Addendum. Entering into this Addendum will have the same effect as signing the Approved EU SCCs and any part of the Approved EU SCCs.

### Interpretation of this Addendum

- Where this Addendum uses terms that are defined in the Approved EU SCCs those terms shall have the same meaning as in the Approved EU SCCs. In addition, the following terms have the following meanings:

<b>Addendum</b>	This International Data Transfer Addendum which is made up of this Addendum incorporating the Addendum EU SCCs.
<b>Addendum EU SCCs</b>	The version(s) of the Approved EU SCCs which this Addendum is appended to, as set out in Table 2, including the Appendix Information.

Appendix Information	As set out in Table 3.
Appropriate Safeguards	The standard of protection over the personal data and of data subjects' rights, which is required by UK Data Protection Laws when you are making a Restricted Transfer relying on standard data protection clauses under Article 46(2)(d) UK GDPR.
Approved Addendum	The template Addendum issued by the ICO and laid before Parliament in accordance with s119A of the Data Protection Act 2018 on 2 February 2022, as it is revised under Section 18.
Approved EU SCCs	The Standard Contractual Clauses set out in the Annex of Commission Implementing Decision (EU) 2021/914 of 4 June 2021.
ICO	The Information Commissioner.
Restricted Transfer	A transfer which is covered by Chapter V of the UK GDPR.
UK	The United Kingdom of Great Britain and Northern Ireland.
UK Data Protection Laws	All laws relating to data protection, the processing of personal data, privacy and/or electronic communications in force from time to time in the UK, including the UK GDPR and the Data Protection Act 2018.
UK GDPR	As defined in section 3 of the Data Protection Act 2018.

4. This Addendum must always be interpreted in a manner that is consistent with UK Data Protection Laws and so that it fulfils the Parties' obligation to provide the Appropriate Safeguards.
5. If the provisions included in the Addendum EU SCCs amend the Approved SCCs in any way which is not permitted under the Approved EU SCCs or the Approved Addendum, such amendment(s) will not be incorporated in this Addendum and the equivalent provision of the Approved EU SCCs will take their place.
6. If there is any inconsistency or conflict between UK Data Protection Laws and this Addendum, UK Data Protection Laws applies.
7. If the meaning of this Addendum is unclear or there is more than one meaning, the meaning which most closely aligns with UK Data Protection Laws applies.
8. Any references to legislation (or specific provisions of legislation) means that legislation (or specific provision) as it may change over time. This includes where that legislation (or specific provision) has been consolidated, re-enacted and/or replaced after this Addendum has been entered into.

## Hierarchy

9. Although Clause 5 of the Approved EU SCCs sets out that the Approved EU SCCs prevail over all related agreements between the parties, the parties agree that, for Restricted Transfers, the hierarchy in Section 10 will prevail.
10. Where there is any inconsistency or conflict between the Approved Addendum and the Addendum EU SCCs (as applicable), the Approved Addendum overrides the Addendum EU SCCs, except where (and in so far as) the inconsistent or conflicting terms of the Addendum EU SCCs provides greater protection for data subjects, in which case those terms will override the Approved Addendum.
11. Where this Addendum incorporates Addendum EU SCCs which have been entered into to protect transfers subject to the General Data Protection Regulation (EU) 2016/679 then the Parties acknowledge that nothing in this Addendum impacts those Addendum EU SCCs.

## Incorporation of and changes to the EU SCCs

12. This Addendum incorporates the Addendum EU SCCs which are amended to the extent necessary so that:
  - a. together they operate for data transfers made by the data exporter to the data importer, to the extent that UK Data Protection Laws apply to the data exporter's processing when making that data transfer, and they provide Appropriate Safeguards for those data transfers;
  - b. Sections 9 to 11 override Clause 5 (Hierarchy) of the Addendum EU SCCs; and
  - c. this Addendum (including the Addendum EU SCCs incorporated into it) is (1) governed by the laws of England and Wales and (2) any dispute arising from it is resolved by the courts of England and Wales, in each case unless the laws and/or courts of Scotland or Northern Ireland have been expressly selected by the Parties.
13. Unless the Parties have agreed alternative amendments which meet the requirements of Section 12, the provisions of Section 15 will apply.
14. No amendments to the Approved EU SCCs other than to meet the requirements of Section 12 may be made.
15. The following amendments to the Addendum EU SCCs (for the purpose of Section 12) are made:
  - a. References to the "Clauses" means this Addendum, incorporating the Addendum EU SCCs;
  - b. In Clause 2, delete the words:

"and, with respect to data transfers from controllers to processors and/or processors to processors, standard contractual clauses pursuant to Article 28(7) of Regulation (EU) 2016/679";
  - c. Clause 6 (Description of the transfer(s)) is replaced with:

"The details of the transfers(s) and in particular the categories of personal data that are transferred and the purpose(s) for which they are transferred) are those specified in



Annex I.B where UK Data Protection Laws apply to the data exporter's processing when making that transfer.”;

- d. Not applicable;
- e. Clause 8.8(i) of Modules 2 and 3 is replaced with:

“the onward transfer is to a country benefitting from adequacy regulations pursuant to Section 17A of the UK GDPR that covers the onward transfer;”
- f. References to “Regulation (EU) 2016/679”, “Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation)” and “that Regulation” are all replaced by “UK Data Protection Laws”. References to specific Article(s) of “Regulation (EU) 2016/679” are replaced with the equivalent Article or Section of UK Data Protection Laws;
- g. References to Regulation (EU) 2018/1725 are removed;
- h. References to the “European Union”, “Union”, “EU”, “EU Member State”, “Member State” and “EU or Member State” are all replaced with the “UK”;
- i. Not applicable;
- j. Clause 13(a) and Part C of Annex I are not used;
- k. The “competent supervisory authority” and “supervisory authority” are both replaced with the “Information Commissioner”;
- l. In Clause 16(e), subsection (i) is replaced with:

“the Secretary of State makes regulations pursuant to Section 17A of the Data Protection Act 2018 that cover the transfer of personal data to which these clauses apply;”;
- m. Clause 17 is replaced with:

“These Clauses are governed by the laws of England and Wales.”;
- n. Clause 18 is replaced with:

“Any dispute arising from these Clauses shall be resolved by the courts of England and Wales. A data subject may also bring legal proceedings against the data exporter and/or data importer before the courts of any country in the UK. The Parties agree to submit themselves to the jurisdiction of such courts.”; and
- o. The footnotes to the Approved EU SCCs do not form part of the Addendum, except for footnote 2.

#### **Amendments to this Addendum**

- 16. The Parties may agree to change Clauses 17 and/or 18 of the Addendum EU SCCs to refer to the laws and/or courts of Scotland or Northern Ireland.

17. If the Parties wish to change the format of the information included in Part 1: Tables of the Approved Addendum, they may do so by agreeing to the change in writing, provided that the change does not reduce the Appropriate Safeguards.
18. From time to time, the ICO may issue a revised Approved Addendum which:
  - a. makes reasonable and proportionate changes to the Approved Addendum, including correcting errors in the Approved Addendum; and/or
  - b. reflects changes to UK Data Protection Laws;

The revised Approved Addendum will specify the start date from which the changes to the Approved Addendum are effective and whether the Parties need to review this Addendum including the Appendix Information. This Addendum is automatically amended as set out in the revised Approved Addendum from the start date specified.

19. If the ICO issues a revised Approved Addendum under Section 18, if any Party selected in Table 4 “Ending the Addendum when the Approved Addendum changes”, will as a direct result of the changes in the Approved Addendum have a substantial, disproportionate and demonstrable increase in:
  - a. its direct costs of performing its obligations under the Addendum; and/or
  - b. its risk under the Addendum,

and in either case it has first taken reasonable steps to reduce those costs or risks so that it is not substantial and disproportionate, then that Party may end this Addendum at the end of a reasonable notice period, by providing written notice for that period to the other Party before the start date of the revised Approved Addendum.

20. The Parties do not need the consent of any third party to make changes to this Addendum, but any changes must be made in accordance with its terms.

### **1.3 Alternative Part 2 Mandatory Clauses:**

<b>Mandatory Clauses</b>	Part 2: Mandatory Clauses of the Approved Addendum, being the template Addendum B.1.0 issued by the ICO and laid before Parliament in accordance with s119A of the Data Protection Act 2018 on 2 February 2022, as it is revised under Section 18 of those Mandatory Clauses.
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## Part C

### **[Guidance notes for Part C**

#### **When to include this Part C:**

- (3) *This Part C must be included if information relating to identified or identifiable living people will be transferred from the British Council (UK charity) to the Service Provider where the Service Provider will store, host, access or otherwise use that information in a country that is **not** listed in the Note for Data Protection in the Special Terms (Schedule 1) and the Service Provider will only store, host, access or otherwise use that information in accordance with the British Council's instructions.*
- (4) *If the Service Provider will store, host, access or otherwise use that information for its own purposes and is not intending only to follow the British Council's instructions in relation to the information, then please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance, as a different set of standard contractual clauses will be necessary to include in this Part C.*
- (5) *If the Service Provider will only store, host, access or otherwise use that information in a country that **is** listed in the Note for Data Protection in the Special Terms (Schedule 1), then this Part C can be deleted entirely.*

#### **How to complete this Part C:**

- (6) *Details that need to be completed by users of this Global Model Contracts Portal template in this Part C are highlighted in **yellow**. **No other amendments may be made to this Part C without approval from the British Council's Information Governance & Risk Management Team.***
- (7) *If you have questions about the information that needs to be added where highlighted in **yellow**, please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance.*

**Delete these guidance notes before finalising and signing the Agreement.]**

## Part C

### **STANDARD CONTRACTUAL CLAUSES**

#### **SECTION I**

##### *Clause 1*

##### ***Purpose and scope***

- (a) The purpose of these standard contractual clauses is to ensure compliance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) for the transfer of personal data to a third country.
- (b) The Parties:
  - (i) the natural or legal person(s), public authority/ies, agency/ies or other body/ies (hereinafter “**entity/ies**”) transferring the personal data, as listed in Annex I.A. (hereinafter each “**data exporter**”), and
  - (ii) the entity/ies in a third country receiving the personal data from the data exporter, directly or indirectly via another entity also Party to these Clauses, as listed in Annex I.A. (hereinafter each “**data importer**”)have agreed to these standard contractual clauses (hereinafter: “**Clauses**”).
- (c) These Clauses apply with respect to the transfer of personal data as specified in Annex I.B.
- (d) The Appendix to these Clauses containing the Annexes referred to therein forms an integral part of these Clauses.

##### *Clause 2*

##### ***Effect and invariability of the Clauses***

- (a) These Clauses set out appropriate safeguards, including enforceable data subject rights and effective legal remedies, pursuant to Article 46(1) and Article 46 (2)(c) of Regulation (EU) 2016/679 and, with respect to data transfers from controllers to processors and/or processors to processors, standard contractual clauses pursuant to Article 28(7) of Regulation (EU) 2016/679, provided they are not modified, except to select the appropriate Module(s) or to add or update information in the Appendix. This does not prevent the Parties from including the standard contractual clauses laid down in these Clauses in a wider contract and/or to add other clauses or additional safeguards, provided that they do not contradict, directly or indirectly, these Clauses or prejudice the fundamental rights or freedoms of data subjects.
- (b) These Clauses are without prejudice to obligations to which the data exporter is subject by virtue of Regulation (EU) 2016/679.

### *Clause 3*

#### ***Third-party beneficiaries***

- (a) Data subjects may invoke and enforce these Clauses, as third-party beneficiaries, against the data exporter and/or data importer, with the following exceptions:
  - (i) Clause 1, Clause 2, Clause 3, Clause 6, Clause 7;
  - (ii) Clause 8 - Clause 8.1(b), 8.9(a), (c), (d) and (e);
  - (iii) Clause 9 - Clause 9(a), (c), (d) and (e);
  - (iv) Clause 12 - Clause 12(a), (d) and (f);
  - (v) Clause 13;
  - (vi) Clause 15.1(c), (d) and (e);
  - (vii) Clause 16(e);
  - (viii) Clause 18 - Clause 18(a) and (b).
- (b) Paragraph (a) is without prejudice to rights of data subjects under Regulation (EU) 2016/679.

### *Clause 4*

#### ***Interpretation***

- (a) Where these Clauses use terms that are defined in Regulation (EU) 2016/679, those terms shall have the same meaning as in that Regulation.
- (b) These Clauses shall be read and interpreted in the light of the provisions of Regulation (EU) 2016/679.
- (c) These Clauses shall not be interpreted in a way that conflicts with rights and obligations provided for in Regulation (EU) 2016/679.

### *Clause 5*

#### ***Hierarchy***

In the event of a contradiction between these Clauses and the provisions of related agreements between the Parties, existing at the time these Clauses are agreed or entered into thereafter, these Clauses shall prevail.

### *Clause 6*

#### ***Description of the transfer(s)***

The details of the transfer(s), and in particular the categories of personal data that are transferred and the purpose(s) for which they are transferred, are specified in Annex I.B.

*Clause 7 - Optional*

***Docking clause***

- (a) An entity that is not a Party to these Clauses may, with the agreement of the Parties, accede to these Clauses at any time, either as a data exporter or as a data importer, by completing the Appendix and signing Annex I.A.
- (b) Once it has completed the Appendix and signed Annex I.A, the acceding entity shall become a Party to these Clauses and have the rights and obligations of a data exporter or data importer in accordance with its designation in Annex I.A.
- (c) The acceding entity shall have no rights or obligations arising under these Clauses from the period prior to becoming a Party.

**SECTION II – OBLIGATIONS OF THE PARTIES**

*Clause 8*

***Data protection safeguards***

The data exporter warrants that it has used reasonable efforts to determine that the data importer is able, through the implementation of appropriate technical and organisational measures, to satisfy its obligations under these Clauses.

**8.1 Instructions**

- (a) The data importer shall process the personal data only on documented instructions from the data exporter. The data exporter may give such instructions throughout the duration of the contract.
- (b) The data importer shall immediately inform the data exporter if it is unable to follow those instructions.

**8.2 Purpose limitation**

The data importer shall process the personal data only for the specific purpose(s) of the transfer, as set out in Annex I.B, unless on further instructions from the data exporter.

**8.3 Transparency**

On request, the data exporter shall make a copy of these Clauses, including the Appendix as completed by the Parties, available to the data subject free of charge. To the extent necessary to protect business secrets or other confidential information, including the measures described in Annex II and personal data, the data exporter may redact part of the text of the Appendix to these Clauses prior to sharing a copy, but shall provide a meaningful summary where the data subject would otherwise not be able to understand the its content or exercise his/her rights. On request, the Parties shall provide the data subject with the reasons for the redactions, to the extent possible without revealing the redacted information. This Clause is without prejudice to the obligations of the data exporter under Articles 13 and 14 of Regulation (EU) 2016/679.

#### 8.4 Accuracy

If the data importer becomes aware that the personal data it has received is inaccurate, or has become outdated, it shall inform the data exporter without undue delay. In this case, the data importer shall cooperate with the data exporter to erase or rectify the data.

#### 8.5 Duration of processing and erasure or return of data

Processing by the data importer shall only take place for the duration specified in Annex I.B. After the end of the provision of the processing services, the data importer shall, at the choice of the data exporter, delete all personal data processed on behalf of the data exporter and certify to the data exporter that it has done so, or return to the data exporter all personal data processed on its behalf and delete existing copies. Until the data is deleted or returned, the data importer shall continue to ensure compliance with these Clauses. In case of local laws applicable to the data importer that prohibit return or deletion of the personal data, the data importer warrants that it will continue to ensure compliance with these Clauses and will only process it to the extent and for as long as required under that local law. This is without prejudice to Clause 14, in particular the requirement for the data importer under Clause 14(e) to notify the data exporter throughout the duration of the contract if it has reason to believe that it is or has become subject to laws or practices not in line with the requirements under Clause 14(a).

#### 8.6 Security of processing

- (a) The data importer and, during transmission, also the data exporter shall implement appropriate technical and organisational measures to ensure the security of the data, including protection against a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access to that data (hereinafter “**personal data breach**”). In assessing the appropriate level of security, the Parties shall take due account of the state of the art, the costs of implementation, the nature, scope, context and purpose(s) of processing and the risks involved in the processing for the data subjects. The Parties shall in particular consider having recourse to encryption or pseudonymisation, including during transmission, where the purpose of processing can be fulfilled in that manner. In case of pseudonymisation, the additional information for attributing the personal data to a specific data subject shall, where possible, remain under the exclusive control of the data exporter. In complying with its obligations under this paragraph, the data importer shall at least implement the technical and organisational measures specified in Annex II. The data importer shall carry out regular checks to ensure that these measures continue to provide an appropriate level of security.
- (b) The data importer shall grant access to the personal data to members of its personnel only to the extent strictly necessary for the implementation, management and monitoring of the contract. It shall ensure that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.
- (c) In the event of a personal data breach concerning personal data processed by the data importer under these Clauses, the data importer shall take appropriate measures to address the breach, including measures to mitigate its adverse effects. The data importer shall also notify the data exporter without undue delay after having become aware of the breach. Such notification shall contain the details of a contact point where more information can be obtained, a description of the nature of the breach (including, where possible, categories and approximate number of data subjects and personal data records concerned), its likely consequences and the measures taken or proposed to address the breach including, where

appropriate, measures to mitigate its possible adverse effects. Where, and in so far as, it is not possible to provide all information at the same time, the initial notification shall contain the information then available and further information shall, as it becomes available, subsequently be provided without undue delay.

- (d) The data importer shall cooperate with and assist the data exporter to enable the data exporter to comply with its obligations under Regulation (EU) 2016/679, in particular to notify the competent supervisory authority and the affected data subjects, taking into account the nature of processing and the information available to the data importer.

## **8.7 Sensitive data**

Where the transfer involves personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, or biometric data for the purpose of uniquely identifying a natural person, data concerning health or a person's sex life or sexual orientation, or data relating to criminal convictions and offences (hereinafter "**sensitive data**"), the data importer shall apply the specific restrictions and/or additional safeguards described in Annex I.B.

## **8.8 Onward transfers**

The data importer shall only disclose the personal data to a third party on documented instructions from the data exporter. In addition, the data may only be disclosed to a third party located outside the European Union<sup>1</sup> (in the same country as the data importer or in another third country, hereinafter "**onward transfer**") if the third party is or agrees to be bound by these Clauses, under the appropriate Module, or if:

- (i) the onward transfer is to a country benefitting from an adequacy decision pursuant to Article 45 of Regulation (EU) 2016/679 that covers the onward transfer;
- (ii) the third party otherwise ensures appropriate safeguards pursuant to Articles 46 or 47 Regulation of (EU) 2016/679 with respect to the processing in question;
- (iii) the onward transfer is necessary for the establishment, exercise or defence of legal claims in the context of specific administrative, regulatory or judicial proceedings; or
- (iv) the onward transfer is necessary in order to protect the vital interests of the data subject or of another natural person.

Any onward transfer is subject to compliance by the data importer with all the other safeguards under these Clauses, in particular purpose limitation.

## **8.9 Documentation and compliance**

- (a) The data importer shall promptly and adequately deal with enquiries from the data exporter that relate to the processing under these Clauses.

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<sup>1</sup> The Agreement on the European Economic Area (EEA Agreement) provides for the extension of the European Union's internal market to the three EEA States Iceland, Liechtenstein and Norway. The Union data protection legislation, including Regulation (EU) 2016/679, is covered by the EEA Agreement and has been incorporated into Annex XI thereto. Therefore, any disclosure by the data importer to a third party located in the EEA does not qualify as an onward transfer for the purpose of these Clauses.



- (b) The Parties shall be able to demonstrate compliance with these Clauses. In particular, the data importer shall keep appropriate documentation on the processing activities carried out on behalf of the data exporter.
- (c) The data importer shall make available to the data exporter all information necessary to demonstrate compliance with the obligations set out in these Clauses and at the data exporter's request, allow for and contribute to audits of the processing activities covered by these Clauses, at reasonable intervals or if there are indications of non-compliance. In deciding on a review or audit, the data exporter may take into account relevant certifications held by the data importer.
- (d) The data exporter may choose to conduct the audit by itself or mandate an independent auditor. Audits may include inspections at the premises or physical facilities of the data importer and shall, where appropriate, be carried out with reasonable notice.
- (e) The Parties shall make the information referred to in paragraphs (b) and (c), including the results of any audits, available to the competent supervisory authority on request.

#### *Clause 9*

##### ***Use of sub-processors***

- (a) The data importer shall not sub-contract any of its processing activities performed on behalf of the data exporter under these Clauses to a sub-processor without the data exporter's prior specific written authorisation. The data importer shall submit the request for specific authorisation at least 30 days prior to the engagement of the sub-processor, together with the information necessary to enable the data exporter to decide on the authorisation. The list of sub-processors already authorised by the data exporter can be found in Annex III. The Parties shall keep Annex III up to date.
- (b) Where the data importer engages a sub-processor to carry out specific processing activities (on behalf of the data exporter), it shall do so by way of a written contract that provides for, in substance, the same data protection obligations as those binding the data importer under these Clauses, including in terms of third-party beneficiary rights for data subjects.<sup>2</sup> The Parties agree that, by complying with this Clause, the data importer fulfils its obligations under Clause 8.8. The data importer shall ensure that the sub-processor complies with the obligations to which the data importer is subject pursuant to these Clauses.
- (c) The data importer shall provide, at the data exporter's request, a copy of such a sub-processor agreement and any subsequent amendments to the data exporter. To the extent necessary to protect business secrets or other confidential information, including personal data, the data importer may redact the text of the agreement prior to sharing a copy.
- (d) The data importer shall remain fully responsible to the data exporter for the performance of the sub-processor's obligations under its contract with the data importer. The data importer

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<sup>2</sup> This requirement may be satisfied by the sub-processor acceding to these Clauses under the appropriate Module, in accordance with Clause 7.

shall notify the data exporter of any failure by the sub-processor to fulfil its obligations under that contract.

- (e) The data importer shall agree a third-party beneficiary clause with the sub-processor whereby - in the event the data importer has factually disappeared, ceased to exist in law or has become insolvent - the data exporter shall have the right to terminate the sub-processor contract and to instruct the sub-processor to erase or return the personal data.

#### *Clause 10*

##### **Data subject rights**

- (a) The data importer shall promptly notify the data exporter of any request it has received from a data subject. It shall not respond to that request itself unless it has been authorised to do so by the data exporter.
- (b) The data importer shall assist the data exporter in fulfilling its obligations to respond to data subjects' requests for the exercise of their rights under Regulation (EU) 2016/679. In this regard, the Parties shall set out in Annex II the appropriate technical and organisational measures, taking into account the nature of the processing, by which the assistance shall be provided, as well as the scope and the extent of the assistance required.
- (c) In fulfilling its obligations under paragraphs (a) and (b), the data importer shall comply with the instructions from the data exporter.

#### *Clause 11*

##### **Redress**

- (a) The data importer shall inform data subjects in a transparent and easily accessible format, through individual notice or on its website, of a contact point authorised to handle complaints. It shall deal promptly with any complaints it receives from a data subject.
- (b) In case of a dispute between a data subject and one of the Parties as regards compliance with these Clauses, that Party shall use its best efforts to resolve the issue amicably in a timely fashion. The Parties shall keep each other informed about such disputes and, where appropriate, cooperate in resolving them.
- (c) Where the data subject invokes a third-party beneficiary right pursuant to Clause 3, the data importer shall accept the decision of the data subject to:
  - (i) lodge a complaint with the supervisory authority in the Member State of his/her habitual residence or place of work, or the competent supervisory authority pursuant to Clause 13;
  - (ii) refer the dispute to the competent courts within the meaning of Clause 18.
- (d) The Parties accept that the data subject may be represented by a not-for-profit body, organisation or association under the conditions set out in Article 80(1) of Regulation (EU) 2016/679.
- (e) The data importer shall abide by a decision that is binding under the applicable EU or Member State law.

- (f) The data importer agrees that the choice made by the data subject will not prejudice his/her substantive and procedural rights to seek remedies in accordance with applicable laws.

#### *Clause 12*

##### ***Liability***

- (a) Each Party shall be liable to the other Party/ies for any damages it causes the other Party/ies by any breach of these Clauses.
- (b) The data importer shall be liable to the data subject, and the data subject shall be entitled to receive compensation, for any material or non-material damages the data importer or its sub-processor causes the data subject by breaching the third-party beneficiary rights under these Clauses.
- (c) Notwithstanding paragraph (b), the data exporter shall be liable to the data subject, and the data subject shall be entitled to receive compensation, for any material or non-material damages the data exporter or the data importer (or its sub-processor) causes the data subject by breaching the third-party beneficiary rights under these Clauses. This is without prejudice to the liability of the data exporter and, where the data exporter is a processor acting on behalf of a controller, to the liability of the controller under Regulation (EU) 2016/679 or Regulation (EU) 2018/1725, as applicable.
- (d) The Parties agree that if the data exporter is held liable under paragraph (c) for damages caused by the data importer (or its sub-processor), it shall be entitled to claim back from the data importer that part of the compensation corresponding to the data importer's responsibility for the damage.
- (e) Where more than one Party is responsible for any damage caused to the data subject as a result of a breach of these Clauses, all responsible Parties shall be jointly and severally liable and the data subject is entitled to bring an action in court against any of these Parties.
- (f) The Parties agree that if one Party is held liable under paragraph (e), it shall be entitled to claim back from the other Party/ies that part of the compensation corresponding to its / their responsibility for the damage.
- (g) The data importer may not invoke the conduct of a sub-processor to avoid its own liability.

#### *Clause 13*

##### ***Supervision***

- (a) The supervisory authority of one of the Member States in which the data subjects whose personal data is transferred under these Clauses in relation to the offering of goods or services to them, or whose behaviour is monitored, are located, as indicated in Annex I.C, shall act as competent supervisory authority.
- (b) The data importer agrees to submit itself to the jurisdiction of and cooperate with the competent supervisory authority in any procedures aimed at ensuring compliance with these Clauses. In particular, the data importer agrees to respond to enquiries, submit to audits and comply with the measures adopted by the supervisory authority, including remedial and compensatory measures. It shall provide the supervisory authority with written confirmation that the necessary actions have been taken.

### **SECTION III – LOCAL LAWS AND OBLIGATIONS IN CASE OF ACCESS BY PUBLIC AUTHORITIES**

#### *Clause 14*

##### ***Local laws and practices affecting compliance with the Clauses***

- (a) The Parties warrant that they have no reason to believe that the laws and practices in the third country of destination applicable to the processing of the personal data by the data importer, including any requirements to disclose personal data or measures authorising access by public authorities, prevent the data importer from fulfilling its obligations under these Clauses. This is based on the understanding that laws and practices that respect the essence of the fundamental rights and freedoms and do not exceed what is necessary and proportionate in a democratic society to safeguard one of the objectives listed in Article 23(1) of Regulation (EU) 2016/679, are not in contradiction with these Clauses.
- (b) The Parties declare that in providing the warranty in paragraph (a), they have taken due account in particular of the following elements:
  - (i) the specific circumstances of the transfer, including the length of the processing chain, the number of actors involved and the transmission channels used; intended onward transfers; the type of recipient; the purpose of processing; the categories and format of the transferred personal data; the economic sector in which the transfer occurs; the storage location of the data transferred;
  - (ii) the laws and practices of the third country of destination– including those requiring the disclosure of data to public authorities or authorising access by such authorities – relevant in light of the specific circumstances of the transfer, and the applicable limitations and safeguards<sup>3</sup>;
  - (iii) any relevant contractual, technical or organisational safeguards put in place to supplement the safeguards under these Clauses, including measures applied during transmission and to the processing of the personal data in the country of destination.
- (c) The data importer warrants that, in carrying out the assessment under paragraph (b), it has made its best efforts to provide the data exporter with relevant information and agrees that it will continue to cooperate with the data exporter in ensuring compliance with these Clauses.

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<sup>3</sup> As regards the impact of such laws and practices on compliance with these Clauses, different elements may be considered as part of an overall assessment. Such elements may include relevant and documented practical experience with prior instances of requests for disclosure from public authorities, or the absence of such requests, covering a sufficiently representative time-frame. This refers in particular to internal records or other documentation, drawn up on a continuous basis in accordance with due diligence and certified at senior management level, provided that this information can be lawfully shared with third parties. Where this practical experience is relied upon to conclude that the data importer will not be prevented from complying with these Clauses, it needs to be supported by other relevant, objective elements, and it is for the Parties to consider carefully whether these elements together carry sufficient weight, in terms of their reliability and representativeness, to support this conclusion. In particular, the Parties have to take into account whether their practical experience is corroborated and not contradicted by publicly available or otherwise accessible, reliable information on the existence or absence of requests within the same sector and/or the application of the law in practice, such as case law and reports by independent oversight bodies.

- (d) The Parties agree to document the assessment under paragraph (b) and make it available to the competent supervisory authority on request.
- (e) The data importer agrees to notify the data exporter promptly if, after having agreed to these Clauses and for the duration of the contract, it has reason to believe that it is or has become subject to laws or practices not in line with the requirements under paragraph (a), including following a change in the laws of the third country or a measure (such as a disclosure request) indicating an application of such laws in practice that is not in line with the requirements in paragraph (a).
- (f) Following a notification pursuant to paragraph (e), or if the data exporter otherwise has reason to believe that the data importer can no longer fulfil its obligations under these Clauses, the data exporter shall promptly identify appropriate measures (e.g. technical or organisational measures to ensure security and confidentiality) to be adopted by the data exporter and/or data importer to address the situation. The data exporter shall suspend the data transfer if it considers that no appropriate safeguards for such transfer can be ensured, or if instructed by the competent supervisory authority to do so. In this case, the data exporter shall be entitled to terminate the contract, insofar as it concerns the processing of personal data under these Clauses. If the contract involves more than two Parties, the data exporter may exercise this right to termination only with respect to the relevant Party, unless the Parties have agreed otherwise. Where the contract is terminated pursuant to this Clause, Clause 16(d) and (e) shall apply.

#### *Clause 15*

#### ***Obligations of the data importer in case of access by public authorities***

##### **15.1 Notification**

- (a) The data importer agrees to notify the data exporter and, where possible, the data subject promptly (if necessary with the help of the data exporter) if it:
  - (i) receives a legally binding request from a public authority, including judicial authorities, under the laws of the country of destination for the disclosure of personal data transferred pursuant to these Clauses; such notification shall include information about the personal data requested, the requesting authority, the legal basis for the request and the response provided; or
  - (ii) becomes aware of any direct access by public authorities to personal data transferred pursuant to these Clauses in accordance with the laws of the country of destination; such notification shall include all information available to the importer.
- (b) If the data importer is prohibited from notifying the data exporter and/or the data subject under the laws of the country of destination, the data importer agrees to use its best efforts to obtain a waiver of the prohibition, with a view to communicating as much information as possible, as soon as possible. The data importer agrees to document its best efforts in order to be able to demonstrate them on request of the data exporter.
- (c) Where permissible under the laws of the country of destination, the data importer agrees to provide the data exporter, at regular intervals for the duration of the contract, with as much relevant information as possible on the requests received (in particular, number of requests,

type of data requested, requesting authority/ies, whether requests have been challenged and the outcome of such challenges, etc.).

- (d) The data importer agrees to preserve the information pursuant to paragraphs (a) to (c) for the duration of the contract and make it available to the competent supervisory authority on request.
- (e) Paragraphs (a) to (c) are without prejudice to the obligation of the data importer pursuant to Clause 14(e) and Clause 16 to inform the data exporter promptly where it is unable to comply with these Clauses.

## **15.2 Review of legality and data minimisation**

- (a) The data importer agrees to review the legality of the request for disclosure, in particular whether it remains within the powers granted to the requesting public authority, and to challenge the request if, after careful assessment, it concludes that there are reasonable grounds to consider that the request is unlawful under the laws of the country of destination, applicable obligations under international law and principles of international comity. The data importer shall, under the same conditions, pursue possibilities of appeal. When challenging a request, the data importer shall seek interim measures with a view to suspending the effects of the request until the competent judicial authority has decided on its merits. It shall not disclose the personal data requested until required to do so under the applicable procedural rules. These requirements are without prejudice to the obligations of the data importer under Clause 14(e).
- (b) The data importer agrees to document its legal assessment and any challenge to the request for disclosure and, to the extent permissible under the laws of the country of destination, make the documentation available to the data exporter. It shall also make it available to the competent supervisory authority on request.
- (c) The data importer agrees to provide the minimum amount of information permissible when responding to a request for disclosure, based on a reasonable interpretation of the request.

## **SECTION IV – FINAL PROVISIONS**

### *Clause 16*

#### ***Non-compliance with the Clauses and termination***

- (a) The data importer shall promptly inform the data exporter if it is unable to comply with these Clauses, for whatever reason.
- (b) In the event that the data importer is in breach of these Clauses or unable to comply with these Clauses, the data exporter shall suspend the transfer of personal data to the data importer until compliance is again ensured or the contract is terminated. This is without prejudice to Clause 14(f).
- (c) The data exporter shall be entitled to terminate the contract, insofar as it concerns the processing of personal data under these Clauses, where:

- (i) the data exporter has suspended the transfer of personal data to the data importer pursuant to paragraph (b) and compliance with these Clauses is not restored within a reasonable time and in any event within one month of suspension;
- (ii) the data importer is in substantial or persistent breach of these Clauses; or
- (iii) the data importer fails to comply with a binding decision of a competent court or supervisory authority regarding its obligations under these Clauses.

In these cases, it shall inform the competent supervisory authority of such non-compliance. Where the contract involves more than two Parties, the data exporter may exercise this right to termination only with respect to the relevant Party, unless the Parties have agreed otherwise.

- (d) Personal data that has been transferred prior to the termination of the contract pursuant to paragraph (c) shall at the choice of the data exporter immediately be returned to the data exporter or deleted in its entirety. The same shall apply to any copies of the data. The data importer shall certify the deletion of the data to the data exporter. Until the data is deleted or returned, the data importer shall continue to ensure compliance with these Clauses. In case of local laws applicable to the data importer that prohibit the return or deletion of the transferred personal data, the data importer warrants that it will continue to ensure compliance with these Clauses and will only process the data to the extent and for as long as required under that local law.
- (e) Either Party may revoke its agreement to be bound by these Clauses where (i) the European Commission adopts a decision pursuant to Article 45(3) of Regulation (EU) 2016/679 that covers the transfer of personal data to which these Clauses apply; or (ii) Regulation (EU) 2016/679 becomes part of the legal framework of the country to which the personal data is transferred. This is without prejudice to other obligations applying to the processing in question under Regulation (EU) 2016/679.

#### *Clause 17*

#### **Governing law**

These Clauses shall be governed by the law of one of the EU Member States, provided such law allows for third-party beneficiary rights. The Parties agree that this shall be the law of Ireland.

#### *Clause 18*

#### **Choice of forum and jurisdiction**

- (a) Any dispute arising from these Clauses shall be resolved by the courts of an EU Member State.
- (b) The Parties agree that those shall be the courts of Ireland.
- (c) A data subject may also bring legal proceedings against the data exporter and/or data importer before the courts of the Member State in which he/she has his/her habitual residence.
- (d) The Parties agree to submit themselves to the jurisdiction of such courts.

## **APPENDIX**

### **EXPLANATORY NOTE:**

It must be possible to clearly distinguish the information applicable to each transfer or category of transfers and, in this regard, to determine the respective role(s) of the Parties as data exporter(s) and/or data importer(s). This does not necessarily require completing and signing separate appendices for each transfer/category of transfers and/or contractual relationship, where this transparency can be achieved through one appendix. However, where necessary to ensure sufficient clarity, separate appendices should be used.

### **ANNEX I**

#### **A. LIST OF PARTIES**

##### **Data exporter(s):**

1. Name: British Council

Address: 1 Redman Place, Stratford, London E20 1JQ

Contact person's name, position and contact details: Jonathan Gray, Group Data Protection Officer (InfoGovernance@britishcouncil.org)

Activities relevant to the data transferred under these Clauses: The British Council is a registered charity, an executive non-departmental public body and a public corporation and builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. It works on the ground in more than 100 countries

Signature and date: .....

Role (controller/processor): Controller

**Data importer(s):** *[Identity and contact details of the data importer(s), including any contact person with responsibility for data protection]*

1. Name: The Service Provider, as defined in the wider contract into which these Clauses are incorporated

Address: As stated on the front page of the wider contract into which these Clauses are incorporated

Contact person's name, position and contact details: .....

Activities relevant to the data transferred under these Clauses: .....

Signature and date: .....

Role (controller/processor): Processor

#### **B. DESCRIPTION OF TRANSFER**

*Categories of data subjects whose personal data is transferred*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated



#### *Categories of personal data transferred*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated

*Sensitive data transferred (if applicable) and applied restrictions or safeguards that fully take into consideration the nature of the data and the risks involved, such as for instance strict purpose limitation, access restrictions (including access only for staff having followed specialised training), keeping a record of access to the data, restrictions for onward transfers or additional security measures.*

.....

*The frequency of the transfer (e.g. whether the data is transferred on a one-off or continuous basis).*

.....

#### *Nature of the processing*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated

#### *Purpose(s) of the data transfer and further processing*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated

*The period for which the personal data will be retained, or, if that is not possible, the criteria used to determine that period*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated

*For transfers to (sub-) processors, also specify subject matter, nature and duration of the processing*

As specified in Part A of Schedule 7 to the wider contract into which these Clauses are incorporated

### **C. COMPETENT SUPERVISORY AUTHORITY**

*Identify the competent supervisory authority/ies in accordance with Clause 13*

Data Protection Commission of Ireland

## **ANNEX II - TECHNICAL AND ORGANISATIONAL MEASURES INCLUDING TECHNICAL AND ORGANISATIONAL MEASURES TO ENSURE THE SECURITY OF THE DATA**

### EXPLANATORY NOTE:

The technical and organisational measures must be described in specific (and not generic) terms. See also the general comment on the first page of the Appendix, in particular on the need to clearly indicate which measures apply to each transfer/set of transfers.

*Description of the technical and organisational measures implemented by the data importer(s) (including any relevant certifications) to ensure an appropriate level of security, taking into account the nature, scope, context and purpose of the processing, and the risks for the rights and freedoms of natural persons.*

*If you have enquiries about the British Council possible measure for this Agreement, then please contact the British Council's Information Governance & Risk Management Team ([InfoGovernance@britishcouncil.org](mailto:InfoGovernance@britishcouncil.org)) for further guidance - **Delete this paragraph before finalising and signing the Agreement***

### **[Examples of possible measures:**

*Measures of pseudonymisation and encryption of personal data*

*Measures for ensuring ongoing confidentiality, integrity, availability and resilience of processing systems and services*

*Measures for ensuring the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident*

*Processes for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures in order to ensure the security of the processing*

*Measures for user identification and authorisation*

*Measures for the protection of data during transmission*

*Measures for the protection of data during storage*

*Measures for ensuring physical security of locations at which personal data are processed*

*Measures for ensuring events logging*

*Measures for ensuring system configuration, including default configuration*

*Measures for internal IT and IT security governance and management*

*Measures for certification/assurance of processes and products*

*Measures for ensuring data minimisation*

*Measures for ensuring data quality*

*Measures for ensuring limited data retention*

*Measures for ensuring accountability*

*Measures for allowing data portability and ensuring erasure]*

*For transfers to (sub-) processors, also describe the specific technical and organisational measures to be taken by the (sub-) processor to be able to provide assistance to the controller and, for transfers from a processor to a sub-processor, to the data exporter*

.....

### **ANNEX III – LIST OF SUB-PROCESSORS**

The controller has authorised the use of the following sub-processors:

1. Name: .....

Address: .....

Contact person's name, position and contact details: .....

Description of processing (including a clear delimitation of responsibilities in case several sub-processors are authorised): .....

2. ...

**Schedule 8**

**Deed of Collateral Warranty**

**DATED** \_\_\_\_\_

**THE BRITISH COUNCIL (1)**

**and**

**[NAME OF SERVICE PROVIDER] (2)**

\_\_\_\_\_  
**DEED OF WARRANTY**

**relating to [description of property]**  
\_\_\_\_\_

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**THIS DEED** is made on

2025 **BETWEEN:**

1. **[NAME OF BENEFICIARY]** [insert address] ("**Beneficiary**" which expression shall include its successors in title and assigns); and
2. **[NAME OF SERVICE PROVIDER]** (company number [ ] ) whose registered office is at [ ] ("**Service Provider**").

**WHEREAS:**

- (A) The British Council has entered into a contract with the Service Provider ("**Appointment**") relating to the design, construction, completion and commissioning of [*insert description*] ("**Project**") for the performance of the services described in the Appointment ("**Services**").
- (B) The Beneficiary has an interest in the Project.

NOW in consideration of the payment of one pound by the Beneficiary to the Service Provider (receipt of which the Service Provider acknowledges) THIS DEED WITNESSES:

1. **The Services**

1.1 The Service Provider warrants to the Beneficiary that:

- 1.1.1 the Service Provider has complied with and/or shall comply with all the Service Provider's obligations under the Appointment in accordance therewith;
- 1.1.2 the Service Provider has exercised, and will continue to exercise, in the performance of the Services all the reasonable skill, care, diligence and best up-to-date practice to be expected of a properly qualified and competent supplier carrying out services for projects of similar size, nature, scope and complexity to the Project.

2. **Deleterious materials**

2.1 The Service Provider undertakes and warrants to the Beneficiary that (unless otherwise instructed or authorised by or on behalf of the Beneficiary):

- 2.1.1 the Service Provider has not specified, selected and/or approved and shall not specify, select and/or approve for use; and
- 2.1.2 consistent with the Services, the Service Provider has used and shall use the level of skill, care and diligence referred to in clause 2.1 to ensure that there shall not be used in the Project:  
  
any material, substance, building practice or technique which is:
- 2.1.3 prohibited by the Appointment;
- 2.1.4 not in accordance with any relevant British Standard, Eurocode, code of practice, best up-to-date building practice or agrément certificate issued by the British Board of

Agrément or any other relevant guidance or practice of the country in which the Project is located;

2.1.5 not in accordance with the guidance and comment contained in the British Council for Offices' publication: "Good Practice in the Selection of Construction Materials 2011" or the guidance and comment relevant to the country in which the Services are to be performed; or

2.1.6 generally known within the Service Provider's profession at the time of specification, selection, approval or use (as the case may be) to:

2.1.6.1 be deleterious;

2.1.6.2 be harmful to the health or safety of any person;

2.1.6.3 threaten the structural stability, physical integrity or performance of the Project or any part or component of the Project; or

2.1.6.4 reduce the normal life-expectancy of the Project or any part or component of the Project.

2.2 Consistent with the Service Provider's inspection duties under the Appointment, the Service Provider warrants it has exercised and will continue to exercise the level of skill, care and diligence referred to in clause 1.1.2 to ensure that none of the materials, substances or building practices or techniques referred to in clause 2.1 shall be used in the Project.

### 3. **Intellectual Property Rights**

3.1 The Service Provider shall procure the waiver in favour of the Beneficiary of all moral rights arising under the Copyright, Designs and Patents Act 1988, as amended or revised, or any similar provisions of law in any jurisdiction, relating to the Deliverables (as defined in the Appointment).

3.2 The Service Provider hereby grants to the Beneficiary an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use the Service Provider's Background IPR (as defined in the Appointment) included in the Deliverables for any purpose relating to the Project and/or the Beneficiary's interest in the Project including, but not limited to, the advertisement, alteration, building information modelling, completion, construction, demolition, design, development, disposal, extension, fitting-out, funding, letting, maintenance, modification, promotion, reconstruction, refurbishment, reinstatement, repair, sale.

3.3 Notwithstanding the completion of the Services or the termination of the Service Provider's appointment under the Appointment, the Service Provider shall give to the Beneficiary any paper copies and electronic copies of the Deliverables that the Beneficiary reasonably requests. The Service Provider shall give these copies to the Beneficiary within 7 days of any request, and the Beneficiary shall pay the Service Provider's reasonable copying costs. The Service Provider shall provide any password, code or other data required to access, decrypt or reproduce any electronic copies of the Deliverables that the Service Provider gives to the Beneficiary.

- 3.4 The Service Provider is responsible for obtaining any licences, permissions or consents in connection with any Third Party IPR (as defined in the Appointment) required by the Service Provider and the Beneficiary for use of the Deliverables (such licences, permissions or consents to be in writing, copies of which the Service Provider shall provide to the Beneficiary on request). In addition, the Service Provider warrants that the provision of the Services and/or the Deliverables does not and will not infringe any third party's Intellectual Property Rights (as defined in the Appointment).

4. **Insurance**

- 4.1 The Service Provider hereby confirms that it has or will take out and maintain until twelve years after the date of practical completion of the Project, with a well-established insurance company or underwriter of repute, professional indemnity insurance with a limit of indemnity of not less than [ ] million pounds (£[ ],000,000) for each and every claim provided that such insurance continues to be available in the insurance market at reasonable premium rates and on reasonable terms.
- 4.2 The Service Provider shall, as and when it is reasonably required to do so by the Beneficiary, make available for inspection by the Beneficiary documentary evidence that such insurance is being properly maintained.
- 4.3 The Service Provider shall immediately give notice to the Beneficiary if such insurance ceases to be available at reasonable premium rates and on reasonable terms, and if so required by the Beneficiary discuss with the Beneficiary the best means of protecting their respective interests, including, but not limited to the Service Provider maintaining professional indemnity insurance of a lower indemnity limit.

5. **Assignment**

- 5.1 The Beneficiary is entitled to assign or transfer this Deed or any rights hereunder or any part, share or interest herein on two occasions only without the consent of the Service Provider.
- 5.2 The Beneficiary is entitled to charge and/or assign by way of security any part, share or interest in this Deed without the consent of the Service Provider to:
- 5.2.1 any party or parties providing finance in connection with the Project; and
- 5.2.2 a subsidiary or holding company of the Beneficiary and any other subsidiary of the holding company of the Beneficiary as defined under section 1159 of the Companies Act 2006 (as amended) and any such assignment shall not count as an assignment under clause 5.1.

6. **Independent inspection**

- 6.1 None of the following by the Beneficiary or any other third party shall in any way lessen or affect the liability of the Service Provider under this Deed:
- 6.1.1 any omission, investigation, approval or failure to approve any matter in connection with the Project; and/or
- 6.1.2 any inspection of or failure to inspect the Project.



7. **Limitations**

- 7.1 No actions or proceedings shall be brought against the Service Provider by the Beneficiary in relation to this Deed after 12 years following practical completion of the Project.

8. **Notices**

- 8.1 Any notice or confirmation in writing provided for in this Deed shall be deemed to be duly given if delivered by hand or sent by prepaid recorded delivery to a party at its registered office or, if that party is not a limited company or a limited liability partnership, its main trading address.
- 8.2 Such notice shall be deemed to have been received on the day of delivery if delivered by hand, or on the second working day after the day of posting if sent by prepaid recorded delivery.

9. **Governing Law and Dispute Resolution Procedure**

- 9.1 This Deed and any dispute or claim (including any non-contractual dispute or claim) arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the laws of England and Wales.
- 9.2 Subject to the remainder of this clause 9, the parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including any non-contractual dispute or claim) that arises out of or in connection with this Deed or its subject matter.
- 9.3 In the event that any claim or dispute arises out of or in connection with this Deed, the parties shall, following service of written notice by one party on the other, attempt to resolve amicably by way of good faith negotiations and discussions any such dispute or claim as soon as reasonably practicable (and in any event within 14 calendar days after such notice or by such later date as the parties may otherwise agree in writing). If the parties are unable to resolve the dispute or claim in accordance with this clause 9.3, either party may commence proceedings in accordance with clause 9.2.
- 9.4 Nothing in this clause 9 shall prevent either party from applying at any time to the court for injunctive relief on the grounds of infringement, or threatened infringement, of the other party's obligations of confidentiality contained in this Deed or infringement, or threatened infringement, of the applicant's Intellectual Property Rights.

10. **Contract (Rights of Third Parties) Act**

- 10.1 The Contract (Rights of Third Parties) Act 1999 is excluded from applying to this Deed and nothing in it, save as expressly stated, confers or purports to confer to any third party, any benefit or right to enforce any of its terms and/or conditions.

11. **Execution**

- 11.1 This instrument is executed as a deed and was delivered when it was dated.

Signed as a deed by **[NAME OF SERVICE PROVIDER]** acting by  
[a director and its secretary] [two directors]

Director

Director/Secretary