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Planning

## **Subject Access Request Support Services**

HAMPSHIRE COUNTY COUNCIL

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-000171

Procurement identifier (OCID): ocids-h6vhtk-04cd84

Published 6 January 2025, 11:58am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

HAMPSHIRE COUNTY COUNCIL

The Castle

WINCHESTER

SO238ZB

#### **Contact**

Katerina Ploumakis

#### **Email**

[strategic.procurement@hants.gov.uk](mailto:strategic.procurement@hants.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKJ36 - Central Hampshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.hants.gov.uk](http://www.hants.gov.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.in-tendhost.co.uk/hampshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Subject Access Request Support Services

Reference number

CS23760

**II.1.2) Main CPV code**

- 72314000 - Data collection and collation services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Hampshire County Council's Children's Services department is looking to establish a Dynamic Purchasing (DPS) System to assist with the processing of Subject Access Requests (SAR) in the event of a backlog of requests.

The requirement involves handling and processing data of Children's Services SARs disclosures under the laws of UK General Data Protection Regulation (UK GDPR) and the Data Protection Act(2018).The service required from providers would be to redact Children's Services documents provided by Hampshire County Council (HCC) in line with exemptions specified in the UK GDPR.

The DPS will be procured using the restricted procedure under 34(5) of the Public Contract Regulations 2015 (PCRs). The Authority aims to publish the opportunity toward the end of January 2025.

There will be a market engagement event held via MS teams on the 16th January 2025 at 14:00. The purpose of the event is to provide information to interested suppliers on the upcoming opportunity. Suppliers interested in attending will need to register on In tend and notify the authority via Intend's correspondence function. Please see section 11.2.4 for further details.

### **II.1.5) Estimated total value**

Value excluding VAT: £600,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

### **II.2.4) Description of the procurement**

The DPS will be established in accordance with Regulation 34(5) of the PCR and the opportunity will be published toward the end of January 2025 with a DPS start date of March 2025.

The Authority is establishing this mechanism as a way to deal with any backlog of SARs in a timely manner and within the designated timescales as prescribed by legislation. The following aims and objectives have been established by the Authority for providers to deliver against:

- Successful providers will provide Subject Access Request disclosures within statutory timeframes stipulated in the UK GDPR. These timeframes will be given to the provider by the Authority when the package of work is advertised.
- Successful providers will ensure that responses provided to the Authority are accurate and that all information that is exempt from disclosure has been removed or marked for removal.
- Successful providers will ensure that all information is secured to the appropriate security standards (as defined by the Authority) in transit and whilst being held in the provider's host system. No personal or special category data will leave the provider's system as part of this process unless it is agreed by the Authority.

#### **II.2.14) Additional information**

For further Information please go to the Council's e-tendering website <https://in.tendhost.co.uk/hampshire>.

In order to book a place at the event for the 16th January 2025 you must first register with In-Tend (if you have not already done so) and express an interest in this project, using reference CS23760 Subject Access Request Support Services.

In-Tend correspondence should be used to notify the Council of your organisations details and delegates names. The MS teams invite will then be forwarded to you.

We recommend that you refer to the e-tendering guidance for suppliers which can be found by clicking on 'Information for Suppliers' at the top of the home page.

Please use this method of communication if you have any questions about this event.

#### **II.3) Estimated date of publication of contract notice**

20 January 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes