Add NE Logo

**Standard Contract for Goods and/or Services - Order Form**

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | TBC | |
| 1. **Customer** | Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX. | |
| 1. **Contractor(s)** | TBC | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Natural England | |
| 1. **The Agreement** | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | NA |
| **Services** | *As set out in specification within Section 2 of Request for Quotation – PSS.SWC18.25 – please provide all data and outputs to steve.walker@naturalengland.org.uk* |
| 1. **Start Date** | *19.09.2025* | |
| 1. **Expiry Date** | *19.09.2026* | |
| 1. **Charges** | NA | |
| 1. **Payment** | Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice. | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  Steve Walker - [Steve.walker@naturalengland.org.uk](mailto:Steve.walker@naturalengland.org.uk)  or, in their absence,  Phil Eckersley - phil.eckersley@naturalengland.org.uk | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  Steve Walker - [Steve.walker@naturalengland.org.uk](mailto:Steve.walker@naturalengland.org.uk)  or, in their absence,  Phil Eckersley - phil.eckersley@naturalengland.org.uk | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option **B** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.  ***Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.*** | |
| 1. **Progress Meetings and Progress Reports** | As outlined in deliverables table in:  Request for Quotation  PSS.SW.C18.25 - Landscape Drone Survey | |
| 1. **Address for notices** | |  |  | | --- | --- | | NA |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | |  |  |  | | TBC | | | |  |  |  | | |
| 1. **Procedures and Policies** | Relevant policies for security / data security; sustainability; equality; and diversity & health and safety policy to be included in tender response. | |
| 1. **Special Terms** | NA | |
| 1. **Additional Insurance** | NA | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  [**Insert** name]  [**Insert** job title] | Name:  [**Insert** name]  [**Insert** job title] |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

Refer to:

Sussex Woods Protected Site Strategies Pilot

Request for Quotation

**PSS.SW.C18.25 - Landscape Drone Survey**

**Appendix 3: Charges**

NA

**Appendix 4: Processing Personal Data**

|  |  |
| --- | --- |
|  |  |
| **PSS.SWP.C18.25** |
| **Contract:** |
| **Date:** | **14.08.2025** |
| **Description of authorised processing** | Sharing landowner contact details with contractor  In order to enable the drone contractor to arrange site visits to carry out the thermal drone surveys, the NE Pilot co-ordinator will share an excel S/S with names, address and email of landowners who have consented to be included in the survey. NE Pilot co-ordinator has previously sought landowner permission to share this data with drone contractor and holds email copies of these permissions on file. |
| Identity of Controller and Processor for each category of Personal Data | Steve Walker – NE Sussex Woods PSS Pilot Co-ordinator |
| Subject matter of the processing | Personal data - Landowner contact details. |
| Duration of the processing | October 2025 to March 2026 – the data is only required for planning and carrying out the surveys. |
| Nature and purposes of the processing | To allow contractor to contact landowners to co-ordinate surveys. |
| Type of Personal Data | Landowner name, address and email. |
| Categories of Data Subject | As above |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data | Contractor to delete on completion of surveys |
| Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement | NA |
| Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach | Data will be supplied to contractor on a password protected Excel spreadsheet with password supplied in separate correspondence. Contractor must only store data on a password protected Excel (or similar) and on a secure computer drive. |