



## CIVICA DBS SERVICES TERMS AND CONDITIONS

### 1. Definitions

1.1 The following definitions apply to this Contract:

**Act** means the European General Data Protection Regulation being Regulation (EU) 2016/679 and the Data Protection Act 2018 and any replacement legislation thereof in the UK.

**Charges** means any or all charges payable under this Contract by Customer to Civica as detailed in the Order Form including but not limited to Civica's fees for the Services and any fees incurred by Civica including but not limited to DBS Fees.

**Civica Account Manager** means the person nominated by Civica as its authorised representative who will be the prime point of contact for the purpose of this Contract.

**Contract** means these Civica DBS Services Terms and Conditions, the DBS Code, and the Order Form which together make the agreement between Customer and Civica.

**Customer** means the entity shown on the Order Form.

**Customer Responsibilities** means those obligations to be performed by Customer as detailed in this Contract.

**Customer Contact** means the person nominated by Customer as its authorised representative who will be the prime point of contact for the purpose of this Contract.

**DBS** means the Disclosure & Barring Service a non-departmental public body of the Home Office of the United Kingdom.

**DBS Application(s)/DBS Check(s)** means an application to DBS for a DBS check (being either a basic, standard or enhanced check) being disclosure of the details of a person's criminal record and, for certain jobs, information held by DBS to help organisations recruit suitable employees and make licensing decisions.

**DBS Code** means DBS code of practice for registered persons and other recipients of disclosure information as published the current version of which at <https://www.gov.uk/government/publications/dbs-code-of-practice>;

**DBS Fees** means the charges Civica pays on behalf of the Customer to DBS, for each DBS Application depending on the level of DBS Check done.

**Force Majeure** means any event beyond the reasonable control of a party to this Contract including, without limitation, acts of God, war, industrial disputes, protests, fire, flood, storm, tempest, explosion, an act of terrorism and national emergencies.

**Order Form** means Civica's order form called "Civica Order Form for DBS Services" signed by the parties.

**Services** mean the processing of DBS Applications by Civica on behalf of the Customer as detailed in clause 5.3.

**Staff** means any employee, agent, contractor, subcontractor or any other person working for or acting on a party's behalf.

**Start Date** means the date shown in the Order Form.

**Successful Applicant** means a job applicant that is offered a position with the Customer.

**System** means Civica's database which is used as an online application and recruitment system.

1.2 Clause, schedule and paragraph headings shall not affect the interpretation of this Contract.

1.3 Words in the singular shall include the plural and vice versa.

1.4 A reference to a statute or statutory provision is a reference to it 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.

1.5 Customer and Civica agree that these terms and conditions, together with the DBS Code shall apply to this Contract, and that in the event of, and to the extent of, any conflict or inconsistency between the:

1.5.1 DBS Code and these terms and conditions, DBS Code shall prevail; or

1.5.2 the Order Form and these terms and conditions, the terms and conditions shall prevail.

### 2. Contract Term

2.1 In consideration of Customer paying the Charges, Civica shall provide the Services to Customer on the terms of this Contract from the Start Date.

2.2 Customer shall pay the Charges to Civica subject to the terms of this Contract.

2.3 The term of this Contract shall be one year from the Start Date, unless otherwise agreed or if terminated in accordance with clause 12.

### 3. Obligations of Civica

3.1 Civica shall provide the Services using reasonable care and skill;

3.2 Civica shall not be liable for any failure to provide or delay in providing the Services, arising out of or in connection with any:

3.2.1 act or omission of Customer or its employees, agents or subcontractors which affects Civica's ability to provide the Services;

3.2.2 breach by Customer of its obligations including Customer Responsibilities under this Contract;

3.2.3 inaccurate or incomplete data, information or documentation provided by Customer;

3.2.4 failure by DBS or any third party to fulfil its obligations to Customer or Civica.

### 4. Obligations of Customer

4.1 Customer is responsible for deciding whether a DBS Application is required and the level that is required (basic, standard or enhanced).

4.2 Customer agrees it will:

4.2.1 only use the Services for its own internal business purposes;

4.2.2 have a separate contract with Civica permitting access of the System;

4.2.3 comply with the terms and conditions of this Contract;

4.2.4 ensure that all its Staff who undertake identity checks (for DBS applicants) are properly qualified and trained to DBS standards;

4.2.5 ensure DBS checks and identification checks are done by its Staff to the standard required by DBS;

4.2.6 pay the Charges to Civica and in particular that submitting a DBS Application for completion is a commitment to pay Civica for such Services and any charges incurred by Civica including but not limited to DBS Fees and any arising under clause 4.4;

4.2.7 to carry out and comply with the Customer Responsibilities.

4.2 Before using the Services the Customer will ensure that its Staff are properly trained in carrying out the identity checks and related work as required by DBS and are competent to carry out such tasks.

4.3 The Customer is responsible for using the Services correctly and in accordance with DBS Code and will remain responsible for its Staff and their actions or inactions in connection therewith.

4.4 Any work carried out by Civica as a result of Customer and/or its Staff not complying with clauses 4.2 and 4.3 may be subject to additional charges being levied by Civica, which the Customer hereby agrees to pay.

4.5 The Customer will comply with, and ensure that its Staff using the Services comply with, the parts of DBS Code as applicable to the Customer.

4.6 Customer shall indemnify Civica, keep Civica indemnified and hold Civica harmless from and against all claims, liabilities, proceedings, costs, damages, losses, or expenses incurred by Civica caused by, or in any way connected with Customer's use of the Services whether through breach of this Contract or any other negligent or wrongful act.

4.7 Customer represents and warrants that it possesses the full power and authority to enter into and perform its obligations under this Contract.

### 5. Services

5.1 The Civica Account Manager responsible for this Contract is Jenny Benyon email: [jenny.benyon@civica.co.uk](mailto:jenny.benyon@civica.co.uk). The Civica

Account Manager and Customer Contact shall speak regularly to discuss the provision of the Services.

5.2 Customer will give to Civica promptly on request such information and documents as Civica reasonably requires for the provision of the Services.

5.3 Both parties shall comply with the following application process, as applicable:

5.3.1 before making a conditional job offer to a Successful Applicant the Customer shall decide if a DBS Application is required and the level of DBS check required (basic, standard or enhanced).

5.3.2 where a DBS Application is required the Customer shall include a link, personal to the Successful Applicant, to the DBS database in the conditional offer letter in order for the Successful Applicant to complete the DBS Application.

5.3.3 The Successful Applicant will be required to enter their surname, email address and data of birth to access the DBS Application. The Successful Applicant will then be required to complete all sections of the DBS Application.

5.3.4 A Successful Applicant will complete the DBS Application and attend the Customer's premises (or as otherwise agreed) for an identification check. The System will transfer the Successful Applicant's identification check details, details of the Successful Applicant's job and the level of DBS check required, to the DBS database to be included in the DBS Application.

5.3.5 When the System indicates that the Successful Applicant has completed the DBS Application and the identification check has been carried out, Civica's Staff with counter-signatory rights shall access a link in the Successful Applicant's file on the System to connect to the DBS database. Civica shall ensure that a Staff member with counter-signatory rights shall review the DBS Application and either notify the Customer where incomplete, in this instance the Customer shall be required to notify the Successful Applicant to complete the DBS Application again, or submit the DBS Application to DBS where complete. The DBS database shall connect with the DBS e-bulk interface to transfer the information.

5.3.6 When DBS received the DBS Application it shall send notice of confirmation of receipt to the DBS database. If DBS does not confirm receipt, the link to the DBS Application is resent to the Successful Applicant to complete again.

5.3.7 DBS will respond electronically to the DBS database if the DBS disclosure is clear. Civica will enter the DBS response to the DBS Application on the System.

5.3.8 DBS will respond directly by post to Civica if there are any issues revealed in the DBS check. Civica shall provide the DBS check to the Customer by post.

## **6. Warranties**

6.1 Civica warrants that it will carry out the Services with reasonable skill and care. In the event of a breach of the warranty under this clause 6.1 and provided such breach is reported to Civica within a reasonable time (given the nature of the Service) after completion of the Service and, Civica shall re-perform the Service without additional charge to Customer within a reasonable period of time.

6.2 Civica further represents and warrants that it possesses the full power and authority to enter into and perform its obligations under this Contract and has obtained consent from third parties as are required for it to fulfil its obligations under this Contract.

6.3 Clause 6 constitute the only warranties given by Civica in respect of the Services. Express terms of this Contract are in lieu of all warranties, conditions, terms, undertakings and obligations implied by statute, common law, custom, trade usage, course of dealing or otherwise, all of which are excluded to the fullest extent permitted by law.

## **7. Data Protection**

7.1 Both parties act as Data Controller in respect of this Contract. Each party shall ensure that in the performance of its obligations under this Contract it complies at all times with the Act.

7.2 Customer authorises Civica to process any of its data (including any personal data as defined in the Act) only to the extent necessary and solely for the purpose of carrying out its obligations under this Contract. After such use, Civica agrees that it shall destroy any copy data created.

7.3 Where Customer is a public authority and is under a duty to comply with the provisions of the Freedom of Information Act 2000 as amended from time to time, including any related guidance or codes of practice ("FOIA"), Civica shall assist Customer in meeting any requests for information in relation to this Contract in return for a reasonable fee notified by Civica to Customer within 5 Working Days of receipt of any such written request.

7.4 Customer shall consult with Civica prior to disclosing information relating to this Contract to the extent that it is required so to do by the FOIA or under government transparency requirements.

7.5 Neither Civica nor Customer shall, in responding to such requests for information or disclosure of this Contract under clause 7.4, disclose any information which is exempt as described within any provision of the FOIA or that is commercially sensitive information.

## **8. Payment Terms**

8.1 The Charges will be paid in accordance with the Order Form and this clause 8.

8.2 All invoices shall be due for payment within 14 days of the date of the invoice(s).

8.3 All prices referred to in this Contract are expressed in British Pounds Sterling and are exclusive of Value Added Tax which is payable by Customer in accordance with the then current legislation.

8.4 Civica may modify its Charges in line with the then current prices of Civica and its suppliers, as follows:

8.4.1 in respect of third party costs, over which Civica has no control (for example DBS Fees) the increase shall match the increase applied by the third party; and

8.4.2 in respect of Civica's fees not more than twice per year.

8.5 Where the Customer requires a purchase order to be raised in order to facilitate payment of invoices, the Customer agrees to raise such purchase order in a timely fashion so as not to delay payment of Civica invoices in accordance with this clause 8. Notwithstanding this, the Customer agrees that any failure to raise a purchase order does not prevent Civica from raising invoices and any delay or lack of a purchase order does not relieve the Customer from paying valid invoices. Civica reserves the right (in addition to any other remedies which may be available to it) to charge an administrative fee on overdue amounts on a daily basis from the original due date at the rate of £500 per day, the Customer agrees that such administrative fee is a genuine pre-estimate of the cost and loss suffered by Civica for late payment of invoices.

## **9. Limits of Liability**

9.1 Neither party excludes or limits liability to the other party for:

9.1.1 death or personal injury arising from its negligence; or

9.1.2 fraud or fraudulent misrepresentation; or

9.1.3 to the extent such limitation or exclusion is unlawful.

9.2 Each party's liability to the other in respect of any loss of, or damage to, physical property of the other whether in contract, tort (including negligence) or otherwise arising from, or in connection with, this Contract shall be limited to £1,000,000 in aggregate.

9.3 Notwithstanding anything to the contrary in this Contract, but subject to clause 9.1 neither Civica nor Customer shall be liable to the other for any of the following (whether or not the party being claimed against was advised of, or knew of, the possibility of such losses) whether arising from negligence, breach of contract or otherwise:

9.3.1 loss of profits, loss of business, loss of revenue, loss of contract, loss of goodwill, loss of anticipated earnings or savings (whether any of the foregoing are direct, indirect or consequential loss or damage); or

9.3.2 loss of use or value of any data or equipment, wasted management, operation or other time (whether any of the foregoing are direct, indirect or consequential); or

9.3.3 any indirect, special or consequential loss or damage; or

9.3.4 the poor performance, or lack of connectivity, or lack of availability of the Internet or telecommunications or hardware;

9.3.5 loss or damage to the other party's or any third party's data or records.

9.4 Except where liability arises under clauses 9.1 or 9.2 and subject to clause 9.3 Civica's total aggregate liability in or for breach of contract, negligence (as defined in Section 1(1) Unfair Contract Terms Act 1977), misrepresentation (excluding fraudulent misrepresentation), tortious claim (including breach of statutory duty), restitution or any other cause of action whatsoever relating to or arising under or in connection with this Contract (including performance, non-performance or partial performance), and including liability expressly provided for under this Contract shall not exceed the price paid or payable for the Services to Civica, excluding the DBS Fees, during the 12 months preceding the date on which the claim arose.

9.5 Except as expressly provided otherwise by these terms and conditions or as otherwise expressly agreed in writing between the parties, all other representations, conditions, warranties and other terms are excluded (including any statutory implied terms as to satisfactory quality, fitness for purpose and conformance with description) save to the extent that the same are not capable of exclusion at law.

9.6 The Charges have been set by Civica on the basis of the exclusions and restrictions of liability in this clause 9 and would be higher without those provisions.

## **10. Corruption**

10.1 Civica shall not:

10.1.1 offer, give or agree to give to any person working for or engaged by Customer any fee, gift, reward or other consideration of any kind, which could act as an inducement or a reward for any act or failure to act connected to this Contract, or any other agreement between Civica and Customer including its award to Civica and any of the rights and obligations contained within it; nor

10.1.2 offer, give or agree to give any fee, gift, reward or other consideration to any person the receipt of which is an offence under Sub-section (3) of Section 117 of the Local Government Act 1972; nor

10.1.3 enter into this Contract if it has knowledge that, in connection with it, any money has been, or will be, paid to any person working for or engaged by Customer by or for Civica, or that an agreement has been reached to that effect, unless details of any such arrangement have been disclosed in writing to Customer before signing this Contract.

10.2 If Civica (including any Civica employee or agent, in all cases whether or not acting with Civica's knowledge) breaches clause 10.1, or the Prevention of Corruption Acts 1889 to 1916, or the Bribery Act 2010 in relation to this Contract or any other contract with Customer, Customer may terminate this Contract by written notice with immediate effect and to recover from Civica the amount of any loss resulting from such cancellation.

10.3 Any termination under clause 10.2 shall be without prejudice to any right or remedy that has already accrued, or subsequently accrues, to Customer.

#### **11. Statutory and Other Regulations**

11.1 Civica shall in all matters arising in the performance of this Contract conform with all Acts of Parliament and with all orders, regulations, and byelaws made with statutory authority by Government departments.

11.2 If the cost to Civica of the performance of this Contract shall be increased or reduced by reason of the making after the date of this Contract of any law or any order, regulation or bye-law having the force of law that shall be applicable to this Contract (other than any tax upon profits or revenue), the amount of such increase or reduction shall be added to or deducted from the Charges.

#### **12. Termination**

12.1 Either party may terminate this Contract forthwith at any time by giving notice in writing to the other party if:

12.1.1 the other party commits any material breach of this Contract (including Customer's obligation to pay under this Contract) provided that if the breach is remediable then the notice of termination shall not be effective unless the party in breach fails within twenty (20) days of the date of such notice to remedy the breach complained of; or

12.1.2 one party suffers for a period of 30 consecutive days or more a Force Majeure event; or

12.1.3 the other party ceases to carry on business or a substantial part thereof, commits an act of bankruptcy or is adjudicated bankrupt or enters into liquidation whether compulsory or voluntary other than for the purposes of amalgamation or reconstruction or compounds with its creditors generally or has a receiver or manager appointed over all or any part of its assets or suffers execution or distress or takes or suffers any similar action in consequence of debt or becomes unable to pay its debts as they fall due or other similar event.

12.2 Customer may terminate this Contract in accordance with clause 10.2 or 12.1.

12.3 Civica may suspend its obligations under this Contract including providing the Services at any time upon 7 days written notice to Customer.

12.4 Termination will not discharge Customer from any payment obligation under this Contract, or from payment of sums already due, or, in the case of termination under clause 12.1 by Civica from payment of any sums which would have become or would become due if the Contract had not been terminated.

12.5 Clauses which expressly or by implication have effect after termination shall continue in full force and effect.

#### **13. Notices**

13.1 Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business. In the case of Civica notices shall be addressed for the attention of Group Finance Director.

13.2 Any notice or communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by prepaid first-class post at 9.00 am on the second working day after posting, or if delivered by commercial courier on the date and at the time that the courier's delivery receipt is signed.

#### **14. General**

14.1 This Contract constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter. Each party acknowledges that, in entering into this Contract, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Contract. Nothing in this clause shall limit or exclude any liability for fraud or for fraudulent misrepresentation.

14.2 No variation of this Contract, including any additional terms and conditions, shall be binding unless it is in writing and signed by each of the parties (or their duly authorised representatives).

14.3 No failure or delay in exercising any remedy or right under this Contract will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any remedy or right under this Contract or otherwise.

14.4 Neither party may assign the benefit of this Contract nor any interest except with the prior written consent of the other (such consent not to be unreasonably withheld), save that Civica may assign this Contract at any time to any member of the Civica Group.

14.5 The provisions of this Contract shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable and the remaining provisions shall remain enforceable to the fullest extent permitted by law. However, if the severed provision is essential and material to the rights or benefits received by either party, the parties shall use their best efforts to negotiate, in good faith, a substitute, valid and enforceable provision or agreement which most nearly effects their intent in entering into this Contract.

14.6 The Contracts (Rights of Third Parties) Act 1999 is excluded, by the agreement of all the parties to this Contract, from applying to this Contract to the maximum extent permitted by law. No term of this Contract is enforceable by any person who is not a party to it, whether in accordance with such Act or otherwise. This clause shall prevail in the event of any conflict between it and anything else in this Contract.

14.7 Nothing in this Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

14.8 Neither party will be liable to the other for any failure or delay or for the consequences of any failure or delay in performance of this Contract, excluding Customer's obligation to pay the Charges, if it is due to Force Majeure. The party subject to such event shall, as soon as practicable, give notice of the event to the other party, such notice to include a reasonable forecast of the duration of the Force Majeure. If such delay or failure continues for at least 30 days, either party shall be entitled to terminate this Contract in accordance with clause 12.1.2.

14.9 All disputes arising out of or under this Contract that are not resolved by the Customer Contact and the Civica Account Manager shall be escalated internally by both parties for resolution. Second level escalation is to the Customer Contact's manager and for Civica the Civica Account Manager's manager. Then the third level is to that manager's manager. If the parties fail to settle the dispute within 30 days of the third level escalation, or such longer period as the parties may agree, the dispute may be referred to the English courts.

14.10 This Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by and construed in accordance with English law and the parties irrevocably submit to the exclusive jurisdiction of the courts of England.