



**Secured by Design**

10 Victoria Street | London | SW1H 0NN  
E: enquiries@police-cpi.co.uk | T: 0203 8623 999

**THIS LICENCE** is made the 17th March 2022

**BETWEEN**

**POLICE CRIME PREVENTION INITIATIVES LIMITED** (Police CPI), registered number 3816000, of 10 Victoria Street, London, SW1H 0NN, a company limited by guarantee

and George Barnsdale & Sons Limited

(registered number) 2487250

of High Street, Donington, Spalding, Lincolnshire, PE11 4TA, United Kingdom

(hereinafter called the Accredited Organisation)

**CONTEXT**

- (1) Secured by Design, SBD and associated logos are registered trademarks owned by Police CPI. The sole member-owner of Police CPI is the Mayor's Office for Policing & Crime (MOPAC).
- (2) The product or device or component or service itemised and described in the Schedule attached hereto is the subject of this Licence.
- (3) Police CPI acts as an accrediting agent on behalf the UK police service for endorsing the design and/or specification of the product or device or component or service described in the Schedule as fulfilling a design and/or specification fit to carry the Secured by Design (SBD) insignia and to constitute Police Preferred Specification.
- (4) This Licence does not confer exclusive rights on the Accredited Organisation. Police CPI reserves the right to confer other Accreditation Licences in respect of products, devices or components of a similar type to that hereby accredited.

**AUTHORISATION**

In consideration of a fee of £4,050.00 (£3,375.00 plus £675.00 VAT) payable by the Accredited Organisation to Police CPI in respect of the period from 15th March 2022 to 14th March 2023 the receipt whereof is hereby acknowledged, Police CPI hereby authorises (on a non-exclusive basis) the Accredited Organisation to market, sell and display the product or device or component or service described in the Schedule as a Secured by Design (SBD) accredited item, subject to the following terms and conditions:

- (a) This Licence is non-exclusive and is personal to the Accredited Organisation. It is not capable of being transferred or assigned and no third-party rights as might arise under the Contracts (Rights of Third Parties) Act 1999 shall be hereby conferred.
- (b) This Licence shall be for an initial period of 3 years from the date hereof, subject to earlier determination as hereinafter provided.
- (c) Payments for the remainder of the term shall be made in advance on the 15th day of Match each year. Time for payment shall be of the essence. Without prejudice to the generality of the foregoing, Police CPI shall be entitled to take action to recover unpaid sums and cancel the accreditation until payment is made.
- (d) The Accredited Organisation shall allow Police CPI, its servants, agents or otherwise reasonable access during general business hours to any premises where the manufacture of or certification of those products takes place, subject to the schedule attached to this agreement.
- (e) This Licence may be revoked with immediate effect if the product or device or component or service ceases to meet the authorising criteria or if the Accredited Organisation is in breach of any material term hereof or if the Accredited Organisation becomes subject to any insolvency proceedings whatsoever, including administrative receivership, or if Police CPI reasonably believes that the Accredited Organisation is likely to become insolvent or if in the reasonable opinion of Police CPI the Accredited Organisation has or is likely to bring Police CPI or the UK police service into disrepute. Revocation by Police CPI shall take effect on service of a written notice to that effect sent by Recorded Delivery post and served on the address of the Accredited Organisation (or such other address as shall have been duly notified to Police CPI).
- (f) The accreditation hereby authorised shall only cover the product or device or component or service described in the Schedule and shall not extend or be deemed to extend to any similar items or range of items or to any item that it is incorporated in. Furthermore, the accreditation shall not cover the product or device or component or service described in the Schedule if any alterations or modifications whatsoever are made to the product or device or component or service. Notwithstanding the foregoing, Accredited Organisations producing or supplying products or services relying on firmware or Apps to provide a security functionality shall provide a quarterly report of all updates (including reasons for said updates and any possible or real security breaches) to Police CPI.
- (g) By granting this accreditation Police CPI provides no warranty as to the fitness of the product or device or component or service for any express or implied purpose or that it is manufactured or installed in accordance with its specification and design. The

accreditation solely relates to the design and description of the product or device or component or service and not to its actual efficacy.

- (h) If the Accredited Organisation permits the product or device or component or service hereby licensed to be incorporated in some other object, they shall ensure that this accreditation shall be construed as only relating to the item described in the Schedule.
- (i) The Secured by Design logo may only be used in relation to the product or device or component or service strictly as authorised by this Licence and then only in accordance with the brand manual provided at the time of accreditation and any modifications of it notified to the Accredited Organisation and any other instructions and/or regulations from time to time issued by Police CPI during the period of this Licence.
- (j) Police CPI reserves the right to withdraw accreditation without assigning any reason and in circumstances where the Accredited Organisation is not in breach hereof, in which case a proportion of the fee will be returned to the Accredited Organisation (to be apportioned on a time basis).
- (k) In the event of revocation of this Agreement the Accredited Organisation shall immediately cease to claim accreditation and shall withdraw (at its own expense) all packaging, marketing and advertising material so claiming.
- (l) The Accredited Organisation agrees to indemnify and keep indemnified Police CPI against any claims arising in relation to the manufacture, sale or use of the products or devices or components or services listed in the attached schedule.
- (m) The Accredited Organisation shall not use or register a name or trademark which is similar or the same as the style and title of Secured by Design or SBD and neither shall the Accredited Organisation challenge the validity of Police CPI's ownership of the trademark and other intellectual property rights. Furthermore, the Accredited Organisation will not commit any act of infringement or suffer or allow any act of infringement in relation to any intellectual property right in which Police CPI has any vested interest.
- (n) Police CPI is subject to the Freedom of Information Act and information and correspondence not identified as exempt may be subject to disclosure in the event of a valid request under the Act.
- (o) All discussions and negotiations between Police CPI and the Accredited Organisation are confidential and both parties for themselves, their servants, agents or otherwise expressly agree and undertake with one another not to divulge or suffer or allow to be divulged the amount or calculation of the accreditation fee or the terms of this

licence or details of any discussions or negotiations or any information in relation to the other party, its officers, servants, agents or otherwise. In addition Police CPI confirms that details of the product or device or component or service set out in the Schedule hereto will not be divulged to any third party other than to the extent that such details are already in the public domain.

- (p) The Accredited Organisation for itself, its servants, agents or otherwise agrees and undertakes that it will comply with all reasonable instructions from time to time issued by Police CPI, including a request to comply with new or revised standards and all reasonable regulations from time to time made by Police CPI (whether incorporated in the brand manual or otherwise) during the period of the Licence hereby created.
- (q) The Accredited Organisation agrees and undertakes with Police CPI that it will indemnify and keep indemnified Police CPI against all costs, claims, demands, loss, expense or otherwise arising (whether directly or indirectly) from any act or omission on the part of the Accredited Organisation, its servants, agents or otherwise concerning Secured by Design or the products listed in the attached schedule.
- (r) The Accredited Organisation agrees and undertakes with Police CPI that it will during the period of the Licence hereby created and for a period of six years following the termination of the Licence maintain insurance policies in such reasonable sums as may be specified by Police CPI to cover product liability and professional indemnity liability and such other risks as may be specified from time to time by Police CPI. The Accredited Organisation will produce a copy of the policy/policies of insurance to Police CPI on request.
- (s) The construction, validity and performance of this Licence shall be governed in all respects by the law of England & Wales; disputes arising out of Court will be subject to the jurisdiction of the Court of England & Wales.
- (t) This Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the parties other than the contractual relationship expressly provided for in this Agreement and neither party has, nor may it represent that it has, any authority to act or make any commitments on the other party's behalf.
- (u) This Agreement and other documents referred to, which are incorporated into and form part of this Agreement, contain all the terms which the parties have agreed in relation to the subject matter of this Agreement and those documents and supersede any prior written or all Agreements, representations or understandings between the parties. Nothing in this clause will exclude any liability which one party would otherwise have to the other party in respect of any statements made fraudulently.

- (v) Neither party will be held liable for failure to fulfil its obligations under this Agreement if failure is caused by circumstances beyond their control such as extreme weather, or epidemics or pandemics such as Covid-19, acts of a governmental agency, acts of war, terrorism, strikes or riots which are beyond the control of either party. Nothing in this clause absolves a party in relation to any act of negligence or failing on their part.

## DEFINITIONS

- (1) **Police CPI:** Refers to Police Crime Prevention Initiatives Limited, a not-for-profit company limited by guarantee. Company number 3816000, 10 Victoria Street, London, SW1H 0NN.
- (2) **Police service:** Refers to all UK Police forces, including Wales, Scotland and Northern Ireland.
- (3) **Accredited Organisation:** Refers to the organisation or group that has entered into this agreement with Police Crime Prevention Initiatives Limited.
- (4) **Agreement:** Refers to this agreement and the attached schedule.
- (5) **Schedule:** Refers to the agreed list of products, services, components or devices that have been included in this agreement.
- (6) **Reasonable:** Refers to terms that are just, fair, usual or proper.
- (7) **Intellectual property rights:** Refer to all patents, copyrights, design rights, trade marks, service marks, trade secrets, know-how, database rights and other rights in the nature of intellectual property rights (whether registered or unregistered) and all applications for the same.

As witnessed by the hands of the parties

 Doug Skins

17/03/2022

---

*Doug Skins Development Officer, Police Crime Prevention Initiatives Limited*

Signed by (for and on behalf of) Police Crime Prevention Initiatives Limited

*G. Ferry* —

---

*Chief Executive Officer, Police Crime Prevention Initiatives Limited*

Signed by (for and on behalf of) the Accredited Organisation

 Stephen Wright

22/03/2022

---

*Stephen Wright for and on behalf of George Barnsdale & Sons Limited*



**Secured by Design**

10 Victoria Street | London | SW1H 0NN  
E: enquiries@police-cpi.co.uk | T: 0203 8623 999

**THIS SCHEDULE** is made the 17th March 2022

For George Barnsdale & Sons Limited

(registered number) 2487250

of High Street, Donington, Spalding, Lincolnshire, PE11 4TA, United Kingdom

**THE SCHEDULE**

**Product:** C2 Flush Casement Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Externally glazed;Internally glazed;Key operation;Casement;Classified as W;Fixed-light;Side-hung;Top-hung;Flush

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESW-006 refers

**Product:** C1 Stormproof Casement Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Externally glazed;Internally glazed;Key operation;Casement;Classified as W;Fixed-light;Side-hung;Top-hung

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESW-006 refers

**Product:** E1 Tilt and Turn Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Externally glazed;Internally glazed;Key operation;Classified as W;Side-hung;Tilt before turn

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESW-006 refers

**Product:** S1 Box Sliding Sash Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Sliding;Externally glazed;Internally glazed;Casement;Classified as W;Sash

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESW-006 refers

**Product:** D2 Open-In Doorset Range

**Company:** George Barnsdale & Sons Limited

**Category:** Doors

**Type:** Hinged;Classified as D;Double leaf;Externally glazed;Fully glazed;Half or part glazed;Internally glazed;Inward opening;Low threshold;Thumb-turn release;With or without letterplate;Key operation

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESD-005 refers



**Product:** S2 Spiral Balance Sliding Sash Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Sliding;Externally glazed;Internally glazed;Casement;Classified as W;Sash

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk  
BlueSky Certification TESW-006 refers

**Product:** S3 Tilting Sliding Sash Window Range

**Company:** George Barnsdale & Sons Limited

**Category:** Windows

**Type:** Externally glazed;Internally glazed;Casement;Classified as W;Vertical sliding;Sash

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk  
BlueSky Certification TESW-006 refers

**Product:** DS5 Open-Out Doorset Range

**Company:** George Barnsdale & Sons Limited

**Category:** Doors

**Type:** Hinged;Classified as D;Externally glazed;Fully glazed;Internally glazed;Low threshold;Outward opening;Single leaf;Thumb-turn release;With or without letterplate;Key operation

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk  
BlueSky Certification TESD-005 refers

**Product:** DS17 Bifold Doorset Range

**Company:** George Barnsdale & Sons Limited

**Category:** Doors

**Type:** Glazing;Hinged;Classified as D;Externally glazed;Folding-sliding and bi-folding doors;Internally glazed;Thumb-turn release;With or without letterplate;Key operation

**Materials:** Timber

Certified to:

**PAS 24:2016** - Enhanced security performance requirements for doorsets and windows in the UK. Doorsets and windows intended to offer a level of security suitable for dwellings and other buildings exposed to comparable risk

BlueSky Certification TESD-005 refers

As witnessed by the hands of the parties

 *Doug Skins*

17/03/2022

---

*Doug Skins Development Officer, Police Crime Prevention Initiatives Limited*

Signed by (for an on behalf of) Police Crime Prevention Initiatives Limited

*G. Ferry* \_\_\_\_\_

---

*Chief Executive Officer, Police Crime Prevention Initiatives Limited*

Signed by (for and on behalf of) the Accredited Organisation

 *Stephen Wright*

22/03/2022

---

*Stephen Wright for and on behalf of George Barnsdale & Sons Limited*



## Secured by Design

10 Victoria Street | London | SW1H 0NN

E: enquiries@police-cpi.co.uk | T: 0203 8623 999



## Secured by Design Data Privacy Policy : George Barnsdale & Sons Limited

Police Crime Prevention Initiatives Ltd (Police CPI), trading as Secured by Design, is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use information about individuals and companies during and after your contractual relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Police CPI is a data controller and a data processor. This means that we are responsible for deciding how we hold and use information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing information about individuals and companies, so that you are aware of how and why we are using such information.

The following paragraphs outline our commitment to you and how we intend to comply with GDPR, effective from 25th May 2018. This new regulation is a flexible one, and likely to change as the regulation is tested in law or amended due to advances in technology. We will make every effort to keep you updated with any changes to GDPR or our Data Privacy Policy.

### The kind of information we hold about you

We hold contact information, such as first name, surname, job title, work email address and work phone number. This information may identify you as an individual, but will only be the contact information in relation to your business activity and will not include any private information. We will store and use only the information that you have supplied to us for use in your professional capacity.

### Why do we require the information we hold about you and how will we use it?

Main contact – we require a main point of contact so that we can stay in touch with you regarding your contract with us and any changes to standards or legal requirements that we may need to inform you of during the life of your contract. It is very important that you let us know if your main contact changes so that we can keep our data up-to-date.

Finance contacts – we require an invoicing contact so that we can administer the financial part of the contract. If you have given us contact details of your Financial Director or other finance department contacts, we store these in the same way and will use them only if required to contact you regarding financial matters. It is not necessary to send us identifiable information, the email can be a generic departmental address.

Technical contacts – your contract and schedule are based on technical information you have supplied to us. It may be necessary for us to inform you of changes to legislation or changes to our technical requirements or updates from certification bodies or other related information. If you have given us contact details of technical

[www.securedbydesign.com](http://www.securedbydesign.com)

staff in your organisation, we store these within our system and will use these details when contacting you about information relevant to your contract or schedule or any other relevant issues.

Marketing contacts – part of your contract with us revolves around the promotion of the products that we have accredited. Having your marketing contacts on file with us allows us to assist and inform you of marketing and promotions issues. We also have stringent brand guidelines and assist marketing departments in the correct use of our logos.

Managerial team contacts – if you have given us information about Directors or Managers in your organisation, we store these and may use them to contact the organisation in the event that we cannot get hold of the main contact person.

### **What is the legal basis for processing data?**

Under Article 6 of the GDPR we are required to clearly document our legal bases for processing your personal data. The following represents one of more of the legal bases that may be applicable:

6 (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

6(c) processing is necessary for compliance with a legal obligation to which the controller is subject;

6(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

### **What about newsletters?**

We have a monthly newsletter that is designed to keep you informed of developments within Secured by Design, events we are attending, our own events, our public relations and marketing activities and any other news that may be of benefit to you.

The mailing list for this information contains the same contact details that you have supplied to us. Every newsletter contains an Unsubscribe option so that you can remove yourself from this list at any time if you should decide in the future that you no longer want to receive this information.

### **How do we collect this information?**

At the time that you enter into a contractual agreement with Police CPI and when we renew your contract, we ask you to supply us with the contact information for all required contacts and also for any additional contacts you would like to add to the list. The only stipulation is that we require a main contact and a finance contact as a minimum so that we can administer your contract.

### **Who will we share your information with?**

We may have to share your data with third parties, including third party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information. We may also disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

## **How secure is my information with third party service providers and other entities in our group?**

All our third party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed, in accordance with GDPR guidelines. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a legitimate business need. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures are available upon request.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Automated decision-making**

We may, from time to time, use electronic decision-making to ensure that our communications are sent to the right people. For example, we may select only manufacturers of one type of product from our mailing list. These decisions are not made in a way that includes any personal information. It is limited to company and product information.

### **Data retention**

We keep all required information as long as your contract is current with us. We endeavour to keep this information up-to-date and will at a minimum, every time the contract is renewed, go through all contact details with you to make sure they are valid and correct.

When the contract ends, we will remove any contact information that we will not require in the future, but we may need to keep some contact details for financial and legal purposes. This information will be kept only as long as is required.

If a staff member leaves the organisation, they can request that their information be removed from our system, unless we are required to retain it for legal or financial audit reasons.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your information changes during your working relationship with us.

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Team in writing at: Data Protection Team, Police Crime Prevention Initiatives Ltd, 10 Victoria Street, London, SW1H 0NN.

No fee usually required – You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you – We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent – In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Team in writing at: Data Protection Team, Police Crime Prevention Initiatives Ltd, 10 Victoria Street, London, SW1H 0NN. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Data protection officer**

We have appointed a data protection working group to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Team in writing at: Data Protection Team, Police Crime Prevention Initiatives Ltd, 10 Victoria Street, London, SW1H 0NN. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice

when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Data Protection Team in writing at: Data Protection Team, Police Crime Prevention Initiatives Ltd, 10 Victoria Street, London, SW1H 0NN.

Name: Stephen Wright

Position: Director

Organisation: George Barnsdale & Sons Limited

Signed:

 Stephen Wright

Date:

22/03/2022



**Secured by Design**

10 Victoria Street | London | SW1H 0NN

E: enquiries@police-cpi.co.uk | T: 0203 8623 999



## Member Consent Form

Name: Stephen Wright

Company: George Barnsdale & Sons Limited

Position in Company: Director

Address: High Street, Donington, Spalding, Lincolnshire, PE11 4TA, United Kingdom

I hereby grant consent on behalf of the above named company (hereinafter the "Company"), whilst under contract to Police Crime Prevention Initiatives Ltd (hereinafter Secured by Design, or "SBD") for a period of 3 years commencing 15th March 2022, for any UKAS accredited Test House, Certification Body or other non-accredited UKAS Assessment Body acceptable to SBD, to disclose data and information owned by the Company to Secured by Design and to discuss such matters with SBD's representative.

The data and information I consent to being disclosed relates to services, products, components thereof and assessments that relate to the Company's membership of "Secured by Design". This includes, but is not limited to applications, Test Reports, Test Certificates, Certification Scope documentation, notification as to progress towards full certification and the ongoing status of certification.

Name: Stephen Wright

For and on behalf of: George Barnsdale & Sons Limited

Signed:  Stephen Wright

Date: 22/03/2022

Witness : *Doug Skins Development Officer, Police Crime Prevention Initiatives Limited*

Signed:  Doug Skins

Date: 17/03/2022

## Secured by Design

10 Victoria Street | London | SW1H 0NN

E: enquiries@police-cpi.co.uk | T: 0203 8623 999



## Pre-contract information & complaints procedure

### Who we are

Secured by Design is the trading name of Police Crime Prevention Initiatives Limited (Police CPI Ltd), registered number 3816000, based at 1<sup>st</sup> Floor, 10 Victoria Street, London SW1H 0NN and VAT registered 740 3703 61. The sole Member-owner is the Mayor's Office for Policing and Crime. We are subject to the Freedom of Information Act and liable to disclose data, written material and emails held by us concerning our relationship and your products. You should therefore in any discussion with us identify matters you consider a company/trade secret or otherwise wish exempt to disclosure under the Act.

### Our relationship with you

Accreditation of security related products and services under the Secured by Design (SBD) brand is through technical and professional standards or evaluations nominated by SBD as having a realistic and effective crime prevention benefit. Accreditation remains valid whilst the standard qualification or evaluation remains current, whilst a contract exists between you and us and the relevant fee is paid.

We do not pay any part of this fee to third parties by way of commission. We do not charge interest or administration fees for extended payment terms. All transactions are by bank transfer or cheque; our employees do not accept cash. We are registered with the Data Commissioner and comply with the Data Protection Act. By signing our contract you agree to us sharing public domain information on your company and its SBD accredited products on our website, with other agencies and the general public. If you do not agree to this please tell us and we will act accordingly.

### If you change your mind

After you have signed the contract you have 7 days' cooling off period during which time you may cancel the contract. Provided you have not used the SBD logo or advertised the SBD relationship and you cancel within the 7 days you will owe nothing. If you cancel and have used the logo or benefitted from the relationship with SBD you will be liable for one twelfth of the annual fee and must cease such use immediately. The balance of any advance payment will be returned to you. If you do not cancel we will return a countersigned copy of the contract, your SBD licence and our invoice detailing the amount and agreed method of payment of the fee.

Our terms are 30 days from invoice. Extended payment terms will usually be quarterly or monthly and will be identified in the contract. If you default on payment we will write to you. If you do not respond or we cannot reach agreement we will write to you cancelling your accreditation and you must cease using all references to Secured by Design and police accreditation within 7 days of receipt. Any unpaid membership fees remain recoverable by us through legal process.



**Secured by Design**

10 Victoria Street | London | SW1H 0NN

E: enquiries@police-cpi.co.uk | T: 0203 8623 999

**Our integrity and how to complain**

We expect the highest standards of honesty and integrity from our employees and those with whom we conduct business. No member of our company, or any person acting on our behalf, may offer or receive advantageous terms, payments or gifts associated with your relationship with us save for those lawful matters clearly stated in contract and related invoicing with Police CPI Ltd.

If you wish to complain about the terms of the contract or the way in which you have been treated by Police Crime Prevention Initiatives Limited / Secured by Design or any of its employees you should address the complaint to the General Manager, Police CPI Ltd at the address, email or telephone number on this document. We will acknowledge within 2 working days of receipt and ideally investigate and report to you within 28 days. In any event, we will finalise response within 8 weeks. If you do not accept our response in relation to a financial matter, you may be eligible to take the issue to the Financial Ombudsman Service, details of which may be found at [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

**Our bank account details**

Bank:	Bank of Scotland
Account Name:	Police Crime Prevention Initiatives
Account Number:	06157102
Sort Code:	12-11-03