

## Data Protection Health Check – Order Form

Contact:

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

School Name \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Purchase Order Number (if applicable): \_\_\_\_\_

Cheque enclosed: £ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee:** The fee is £3,000 including VAT and includes up to one night's overnight accommodation and travel costs for the person carrying out your review when they visit you. If we become aware of any necessary additional costs we will let you know and agree them with you in advance of the Health Check.

**Marketing:** Your Health Check is carried out on behalf of ISBA by The Information Law Practice. ([www.ilp.legal](http://www.ilp.legal)). With your consent, your contact details will be passed to ILP for their marketing purposes.

If you consent to receiving occasional relevant communications by email and post from The Information Law Practice, please tick this box:

### How to Pay



Please post your order form to:

**Bluett House, Unit 11-12 Manor Farm, Cliddesden, nr Basingstoke, Hampshire, RG25 2JB**



Or email it to: [office@theisba.org.uk](mailto:office@theisba.org.uk)

All bookings must be accompanied by payment. A VAT invoice will be issued. Please make cheques payable to **The Independent Schools' Bursars Association** or make a payment by BACS to:  
**Please include your Account number in the payment reference.**

Bank name: Lloyds Bank  
Account name: Independent Schools' Bursars Association  
**Sort code: 30-90-53**  
**Account number: 36349068**

## **Terms and Conditions of Sale and Privacy Notice**

1. Your booking is subject to a legal contract between you and ISBA. The person making the booking and the school are jointly and severally liable for payment of the fees due to ISBA.
2. Your booking is also subject to agreeing a mutually convenient date for us to visit School. ISBA reserves the right to vary the date of the health check or cancel where necessary and accepts no liability, for whatever reason, if the health check doesn't take place.
3. Payment of our invoice is due within 30 days from the date of our invoice and in any event in advance of your health check commencing.
4. For details of timeframes please read our *FAQs and Information about the ISBA-ILP Data Protection Health Check*.
5. **Privacy Notice:** Any personal data obtained by us will be used by ISBA to fulfil your order. Basic contact details will be shared with The Information Law Practice in order to fulfil your booking. Your personal data will not be passed to any third party for their marketing purposes except where you consent. The Controller of any personal data collected is ISBA. Please refer to our *Privacy Notice* on our website for more information about how we use personal data.
6. The basic fee is £3000 plus Vat. This includes our travel costs and up to 1 night's overnight accommodation for the person carrying out the health check. We reserve the right to charge an additional amount to cover any additional travel and accommodation costs where this is necessary. This will be agreed with you in advance.
7. To the extent permitted by law, neither ISBA nor any agents, including The Information Law Practice, will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting omitting to act or refraining from acting in reliance upon the health check recommendations (verbal or in writing) or content of the report, except to the extent that any such loss does not exceed the price of the health check, arising from or connected with any error or omission in the report or health check. Consequential loss shall be deemed to include, but is not limited to, any loss of profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party or any other indirect or consequential losses.