



GENERAL TERMS AND CONDITIONS OF PURCHASE

1. DEFINITIONS

- 1.1 In these general conditions of purchase (**General Conditions**):
- 1.2 any reference to “we”, “us” or “our” “Staci” is a reference to Michael Davies and Associates limited t/a Staci; and
- 1.3 any reference to “you” or “your” is a reference to the entity with whom a particular Purchase Order is placed.
- 1.4 The following words have the following meanings:-
- Customer** means our customer;
- Customer Content** means all materials, information, photographs, trade marks (registered or unregistered), images, writing and other creative content provided by the Customer for use in the preparation of/ incorporation into the Works
- Contract** means the contract between you and us for the supply of Goods and/ or Services in accordance with these Conditions;
- Data Processor, Data Subject** and **Personal Data** have the meanings as defined in the Data Protection Legislation;
- Data Protection Legislation** means all applicable data protection and privacy legislation in force from time to time in the UK including (without limitation) the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including, without limitation, the privacy of electronic communications);
- Equipment** has the meaning given to it in clause 11.1;
- Goods** means any goods supplied or to be supplied under the terms of the Contract including without limitation (to the extent applicable) samples or mock-ups you provide us with;
- IPR** means any patent, trade mark, registered design, copyright, database right, design right, topography right, trade or business name, domain names, application to register any of the aforementioned rights, rights in trade, rights in inventions, rights in confidential information, know-how, trade secrets and any other similar or equivalent rights in any part of the world together with any goodwill associated therewith and the rights to sue for damages and other relief for past infringement thereof;
- Purchase Order or PO** means a purchase order we send to you for the supply to us by you, of Goods and/or Services;
- Services** means any services supplied or to be supplied under the terms of the Contract;
- Staci Delivery Guidelines** means the guidelines at <https://www.staciacreate.com/deliver-to-us> (as amended from time to time);
- Works** means the output from any Services, including without limitation:
- (a) any design, marketing and/or communications solutions, proposals and/or advice;
- (b) any materials (including but not limited to drawings, documents, point of sale and/or promotional materials, models, prototypes, software, computer programmes and code, data, databases, websites (and their content), formulae, specifications, inventions, concepts, processes, techniques, analyses, compilations, studies, reports, graphic, three-dimensional and other designs, concepts, moulds, artwork, photographs, images, text, names or logos in electronic and/or other format); and
- (c) any preparatory materials relating to any thereof.

2. TERMS OF AGREEMENT

- 2.1 Our Purchase Order constitutes an offer by us to purchase Goods and/ or Services from you in accordance with these General Conditions.
- 2.2 Your acceptance (in accordance with condition 3) of any Purchase Order we place with you is deemed to be on these General Conditions.
- 2.3 No employee or agent of ours has power to vary these General Conditions (which may only be in accordance with condition 21). No employee or agent of ours has any power to make any representation upon our part and you agree that you have not relied upon any such representations.
- 2.4 These General Conditions apply to the Contract to the exclusion of any other terms that you seek to impose or incorporate, or which are implied by law, trade, custom, practice or course of dealing.
- ### 3. ACCEPTANCE OF PURCHASE ORDERS
- 3.1 You shall only accept written POs from us and we will not be liable for any commitment unless it is issued or confirmed in our written PO format with an official PO number.
- 3.2 Acceptance of the PO will take place if:
- (a) you accept a PO conforming with condition 3.1 in writing, which includes by email;
- (b) with our written agreement, you manufacture, shipped or delivered the Goods or perform the Services.
- ### 4. WARRANTIES, LIABILITY AND INSURANCE
- 4.1 You warrant, represent and undertake to each of us and our Customers that all Goods shall:
- (a) be made with the standard of workmanship expected of a first-class professional maker of the same or similar goods;
- (b) be made of materials appropriate for the purpose which would be used by a first-class professional maker of the same or similar goods seeking to use high-quality materials in making such goods;
- (c) be free from defects in materials and design (save to the extent we provide any design input);
- (d) comply with and perform in accordance with the Contract and any applicable specifications (including but not limited to as to the amounts ordered);
- (e) be fit for their intended purpose;
- (f) meet our requirements as notified to you in all respects; and
- (g) comply with all UK and EU regulations including but not limited to General Product Safety, REACH, WEE, RoSH and EN71 and you will provide documents supporting compliance on receipt of a P.O..
- (h) Conform to any sample you provide to us that we have approved.
- Except as otherwise specified, these warranties, representations and undertakings are not prejudiced by any engineering design, data or information having been furnished, reviewed or approved by us.
- 4.2 You warrant, represent and undertake to us and our Customers that you will:
- (a) perform all Services in accordance with the Contract and any applicable specifications;
- (b) perform all Services in accordance with any other requirements notified by us to you from time to time;
- (c) perform all Services with the level of skill, care and diligence expected of a first-class professional provider of the same or similar services by persons who are suitably trained, qualified, skilled and experienced to provide the Services to such standard;



- (d) provide all equipment, tools and vehicles and such other items as are required to provide the Services; and
- (e) not do or omit to do anything which may cause us or our Customers to lose any licence, authority, consent or permission upon which it relies for the purposes of conducting its business.
- 4.3 You warrant, represent and undertake to us and our Customers that all Goods, Works and Services will comply with or be performed in accordance with all applicable laws, regulations and codes of practice, including but not limited to our and our Customers' codes of practice and standards (as notified to you from time to time).
- 4.4 You shall indemnify and keep indemnified each of us and our Customers in full against all claims, liability, loss, damages, costs and expenses (whether direct, indirect or consequential and including but not limited to loss of profit and legal expenses) awarded against or incurred or paid by either of us as a result of or in connection with:-
- (a) breach of any warranty, representation or undertaking given by you set out in this condition 4 or in condition 10.6 or implied by law;
- (b) any claim that the Goods or Services infringe, or their importation, use or resale infringes, any IPR of any other person anywhere in the world, except to the extent that the claim arises from the use of any IPR subsisting in any material provided to you by us;
- (c) any liability of either of us under the Consumer Protection Act 1987 or otherwise to consumers in respect of the Goods;
- (d) any act or omission by you or your employees / agents / sub-contractors in performing their obligations under Contract.
- 4.5 You shall maintain in force a policy of insurance in terms and for amounts reasonably satisfactory to us in respect of your liabilities under condition 4.3 and you shall provide us with documentary evidence of such insurance upon request.
- 5. INSPECTION AND TESTING**
- 5.1 You will permit entry and access to any inspector, representative or agent we send to test Goods at any reasonable time at your or any sub-contractors facilities.
- 5.2 If we require, you will give adequate notice of any tests to be carried out by you upon any Goods and we or our nominated representatives may attend.
- 5.3 You will provide us with such test certificates as we may reasonably require.
- 5.4 Any such inspection or attendance at any tests by us as is referred to in this condition 5 does not relieve you of any liability to us nor does it imply acceptance of the Goods concerned.
- 6. DELIVERY, TRANSPORT AND PACKING**
- 6.1 You shall ensure that you meet all the delivery dates and/or completion dates specified by us in the relevant PO, time for performance is of the essence. If we notify you of any changes to delivery requirements you shall confirm to us promptly whether or not you can meet such requirements. Completion of delivery takes place once the goods are unloaded at the delivery address unless the Staci Delivery Guidelines make alternative provision.
- 6.2 You shall deliver all Goods in accordance with the Staci Delivery Guidelines (where delivered to Staci or such alternative guidelines we issue for alternative delivery addresses) unless written exemption is agreed between us. Without prejudice to any other right or remedy we may have, if you fail to deliver the Goods as set out above then we may deduct from your invoice such amount as we determine in accordance with our usual practices and as previously notified to you.
- 6.3 You will deliver all Goods to the address specified on the PO and shipment of such Goods must be routed in accordance with our instructions given to you from time to time (if any).
- 6.4 Unless agreed prior to delivery, Staci is not obliged to pay for Goods shipped in excess of the quantity ordered in the PO. In such circumstances we may (at our option) accept such deliveries at nil cost or return them to you, and you will indemnify us and keep us indemnified against all handling, storage and transportation expenses we incur in connection with such shipments.
- 6.5 Without prejudice to any other remedies, where any Goods are not, in our or our Customer's reasonable opinion, of a quality required by us or our Customer, you shall or we may, in both cases at your cost:
- (a) withdraw such Goods from production; and/or
- (b) where such Goods have been distributed, withdraw them forthwith from the market by means of a product recall and (at our option) either correct them so that they are of the required quality or destroy them.
- 7. CO-OPERATION, INFORMATION AND DOCUMENTATION**
- 7.1 You will provide us free of charge with all working drawings, operating instructions, plans, specifications and information reasonably necessary to enable us to use the Goods and/ or the Services for their intended purpose. You will also provide us with all certificates of origin, quantity, quality, insurance and compliance with industry requirements or standards and in such form as we may reasonably request from time to time.
- 7.2 If we request, you shall submit a pre-production sample(s), mock-up or any other example of the Goods to us for our review and written approval.. If we request a pre-production sample or mock-up you shall not commence the manufacture of any Goods until we have given our written approval for you to do so. Written approval in this clause may be given by email.
- 7.3 You shall provide samples and/ or mock ups (as we request) at zero or discounted rates as agreed between us in writing. We will not be obliged to pay for samples unless they are themselves the subject of a Purchase Order.
- 7.4 You will provide us with information and reports at reasonable intervals regarding the progress of the PO and otherwise as we may reasonably require from time to time upon your performance of any PO.
- 7.5 You will attend review meetings when reasonably requested by us.
- 8. TITLE AND RISK OF LOSS**
- 8.1 Risk in any Goods will not pass to us until completion of delivery in accordance with condition 6; and
- 8.2 Title to Goods ordered will pass to us upon completion of delivery of the Goods in accordance with condition 6, unless payment is made prior to delivery in which case title shall pass once payment has been made.
- 8.3 The terms of this condition 8 are without prejudice to any right of rejection or other right, which we may have.
- 9. PRICE AND PAYMENT**
- 9.1 The price shall be as stated in the PO or as otherwise agreed in writing (which in this clause includes email) between you and us and shall be exclusive of applicable value added tax or equivalent tax in any other jurisdiction. No additional charges will be paid unless agreed by us in writing in advance.
- 9.2 You will from time to time submit to us invoices in respect of Goods, Services or Works actually delivered which comply with the terms of the Contract.
- 9.3 We will make payment by BACS within 60 days following the end of the month in which the invoice is dated or at such other intervals as per other terms agreed with you in writing.
- 9.4 All payments will be made without prejudice to our rights should Goods prove unsatisfactory or not in accordance with the Contract.
- 9.5 We have the right to set-off any amounts which may become payable by us to you against any amounts you may owe to us (whether under the relevant Contract, any other contract or otherwise).
- 9.6 You may submit invoices upon completion of delivery of Goods into our nominated delivery addresses in accordance with condition 6.
- 10. INTELLECTUAL PROPERTY**
- 10.1 All IPRs in any Customer Content shall remain the sole property of the Customer or its licensors.
- 10.2 We agree to procure the right, royalty free for you to use, reproduce, modify and share with suppliers the Customer



- Content solely to the extent and for the time period required for you to perform the Services and/ or produce the Works. You will comply with our directions in relation to any IPR licensed to you pursuant to condition
- 10.3 Subject to condition 10.1 all IPRs in the Works created by you or on your behalf shall vest in us and you hereby irrevocably, unconditionally and absolutely with full title guarantee and without restriction, assign all right, title and interest in and to all existing and future IPRs subsisting in or relating to the Works.
- 10.4 To the extent that any IPR subsisting in any the Works is not at any time owned by you, you will procure that the owner of such IPR shall assign to us, with full title guarantee and without restriction all such IPR:
- (a) if such IPR exists at the date of the Contract, with effect from such date; or
- (b) if such IPR is created after the date of the relevant Contract, with effect from their creation or otherwise at our request;
- 10.5 You agree, at our request and cost, to do all such things as may be necessary or desirable to vest in us the full benefit of all IPR subsisting in or relating to the Works in accordance with conditions 10.3 and 10.4
- 10.6 You represent, warrant and undertake to us that the Goods, Services and/ or Works do not infringe the IPRs or moral rights (as described in Chapter IV of Par 1 of the Copyright, Designs & Patents Act 1988 in respect of any of the Works) of any third party (provided that such warranty does not extend to any Customer Content).
- 10.7 Without prejudice to the foregoing you shall ensure that any reference to or use of any of our or our Customer's trade marks is in a manner and form approved by us and accompanied by an acknowledgement that the trade mark is a trade mark (or registered trade mark, as appropriate) of us or our Customers, as appropriate.
- 10.8 You must not:
- (a) supply goods or works the same or materially similar to the Goods or Works to any other person; or
- (b) dispose of any goods or works the same or materially similar to the Goods or Works in any way whatsoever other than to us; nor
- (c) sell, supply or promote to any person any of the Goods or Works which are damaged, defective or "seconds" or allow any such thing to happen.
- 10.9 You will not do anything likely to damage any of our or our Customers' trade marks, name or reputation.
- 10.10 You must notify us promptly with details of any excess Goods or Works produced bearing our or our Customers' names or trade marks or logos which are not supplied to us and all such goods must be destroyed, unless and to the extent that we otherwise direct.
- 10.11 In the event that any breach of any of the provisions of this condition 10 occurs or may occur, you shall promptly inform us and any Customer you are aware of who is likely to be affected by such breach of such matter.
- 11. OUR PROPERTY**
- 11.1 All tools or materials, dies, moulds, jigs, fixtures, patterns or other items of equipment funded by us (**Equipment**), together with all copies or reprints will remain our or our Customers' property (as the case may be) at all times.
- 11.2 You will clearly mark all Equipment as belonging to us.
- 11.3 While the Equipment is under your possession and control it shall be at your sole risk.
- 11.4 Equipment, and any Works are to be used solely for the purpose of fulfilling the Contract and are to be handed over to us on completion, cancellation or termination of the Contract. You will from that date on make no further use, either directly or indirectly of any Equipment.
- 11.5 You shall promptly deliver up the Equipment to us upon our request upon which risk in the Equipment will pass to us.
- 12. CONFIDENTIALITY**
- 12.1 The existence and terms of the Contract and any other information and materials relating to us or our business or our Customers which is disclosed to you by or on behalf of us prior to or after the entering into of the Contract shall be our or our Customers' confidential information (as the case may be) and shall not be used or disclosed by you to any third party. You shall return all such information and materials to us and/or our Customers (as applicable) on request and shall thereupon cease all further use of such information and materials.
- 12.2 You will not use our or our Customers' name, logo or trade marks in any literature, displays or other materials without our express prior agreement in writing to the particular use.
- 12.3 Your obligations set out in this condition 12 shall continue in force permanently notwithstanding the cancellation, completion or termination of the Contract.
- 13. DATA PROTECTION**
- 13.1 Both parties will comply with all applicable requirements of the Data Protection Legislation. This condition 13 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.
- 13.2 The parties acknowledge that for the purposes of the Data Protection Legislation, you may process Personal Data as a Data Processor on our behalf in delivering the Goods and/ or Services in accordance with the Contract.. Annex 1 describes the subject matter, duration, nature and purpose of processing and the Personal Data categories and Data Subject types which you may process when fulfilling your obligations under the Contract.
- 13.3 Without prejudice to the generality of condition 13.1, Staci will ensure that all necessary appropriate consents and notices are in place to enable lawful transfer of the Personal Data to you for the duration and purposes of performance of this Contract.
- 13.4 Without prejudice to the generality of condition 13.1, you shall, in relation to any Personal Data processed in connection with your obligations under the Contract:
- (a) process that Personal Data only on our written instructions;
- (b) ensure that you have in place appropriate technical and organisational measures, reviewed and approved by us (if we so request), to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data;
- (c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
- (d) not transfer any Personal Data outside of the European Economic Area unless you have obtained our prior written consent to do so and the following conditions are fulfilled:
- (i) either you or we have provided appropriate safeguards in relation to the transfer;
- (ii) the Data Subject has enforceable rights and effective legal remedies; and
- (iii) you comply with your obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred,
- (e) assist us in responding to any request from a Data Subject and in ensuring compliance with our obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify us without undue delay on becoming aware of a Personal Data breach and shall promptly provide all such information and assistance as we may require, including (without limitation) in order for us to fulfil its data breach reporting obligations under (and in accordance with the timescales required by) Data Protection Legislation;
- (g) at our the written direction and option, delete or return Personal Data and copies thereof to us on termination or expiry of the Contract unless required by law to store the Personal Data; and



- (h) maintain complete and accurate records and information and allow for audits by us or our designated auditor to demonstrate its compliance with this condition 13.
- 13.5 We consent to you appointing a third party processor of Personal Data under this Contract if required in order for you to perform your obligations under the Contract. You confirm that you have entered or (as the case may be) will enter with the third-party processor into a written agreement incorporating terms which are substantially similar to those set out in this condition 13. As between us and you, you shall remain fully liable for all acts or omissions of any third-party processor appointed by you pursuant to this condition 13.5
- 13.6 You shall indemnify us and keep us indemnified against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) ("Damage") suffered or incurred by us as a result of your breach of the provisions of this condition 13.
- 14. TERMINATION**
- 14.1 You will inform us as soon as any event occurs which amounts to a breach of the Contract or which is likely to have a significant adverse effect on your ability to comply with the terms of the Contract.
- 14.2 If you fail to provide Goods or perform in accordance with the Contract (including without limitation the warranties set out above in condition 4), we may, without prejudice to any other remedy, require you to supply replacement Goods or re-perform Services.
- 14.3 Notwithstanding condition 14.2, if you breach in a material manner any term of the Contract we may, with immediate effect, terminate the Contract and any other contract we have with you, require repayment of any part of the Contract price already paid (to the extent that such relates to Goods or Services not already provided or relates to Goods or Services which have been provided in breach of the terms of any relevant Contract).
- 14.4 We may, with immediate effect, terminate the Contract, by written notice without any liability to you, if:
- you make any arrangement with your creditors, any petition is made for your winding-up or resolution passed by your members for your winding-up or you become subject to an administration order;
 - a receiver trustee or liquidator is appointed over any of your property or assets or distress or execution is levied on any of your assets;
 - you are unable to pay your debts generally as they become due, or cease or threaten to cease to carry on business; or
 - anything similar to the above occurs in any other jurisdiction; or
 - we reasonably consider that any of the above events is about to occur to you.
- 14.5 We may, with immediate effect, terminate the Contract, by written notice without any liability to you if you challenge any of our or our Customers' trade marks.
- 14.6 On cancellation/termination of the Contract by us you will immediately return to us any of our/Customers' property held by you including but not limited to all copies of the Works.
- 14.7 You hereby grant us a licence and shall procure that your employees/agents/sub-contractors shall grant us/our Customers a licence to enter your and their premises to recover our/our Customers' property in accordance with condition 14.6.
- 14.8 The rights set out in this condition 14 are in addition and without prejudice to our other legal rights and remedies.
- 15. CANCELLATION**
- 15.1 We may cancel a Contract in whole or in part with respect to any unshipped Goods by giving you notice in writing, which may be given by email.
- 15.2 Subject to condition 15.3, our only obligation for cancelling a Contract covering standard stock Goods will be to pay for Goods delivered to us in accordance with condition 6 prior to cancellation.
- 15.3 If we cancel a Contract relating to Goods made to our specifications or Services carried out and you are not in breach of the Contract:
- we will pay you the price payable under the Contract for such Goods and/ or Services which have been completed, and
 - the direct and proven costs arising from the manufacture of such Goods and or performance of such Services which have not been completed which were incurred by you before you received our notice of cancellation.
- 15.4 Under no circumstances will the total payment upon cancellation exceed the total price payable under the Contract. We will not be liable for prospective or anticipated profits by reason of such cancellation.
- 16. AUDIT**
- 16.1 Provided we give you reasonable notice, we (or our professional advisers or third-party suppliers) may during between 9am and 5pm ("Business Hours"):
- enter your premises to complete a quality audit; and
 - inspect, audit and take copies of relevant records, and other documents as necessary to verify your compliance with these General Conditions.
- 16.2 We reserve the right for a third party supplier or our professional advisor to levy a charge when conducting an audit on our behalf.
- 17. ASSIGNMENT, SUB-CONTRACTING AND THIRD PARTY RIGHTS**
- 17.1 You may not without our prior written consent assign, delegate, mortgage, charge, novate, subcontract, declare a trust over or dispose of any of your rights or obligations under the PO or these General Conditions You will remain fully responsible for any Services or Goods provided by a subcontractor.
- 18. MISCELLANEOUS**
- 18.1 Nothing in this Agreement will create, or be deemed to create, a partnership or the relationship of principal and agent or employer and employee between us.
- 18.2 If any provision of these General Conditions is held by any court or other competent authority to be void or unenforceable in whole or part, the General Conditions will continue to be valid as to its other provisions.
- 18.3 Nothing shall constitute a waiver of any of our rights under these General Conditions unless such waiver is in writing and signed by our authorised representative.
- 19. FORCE MAJEURE**
- 19.1 This condition 19 applies in the event that any circumstances occur which are beyond the reasonable control of us or you (including, amongst other things, war, riot and/or other civil commotion but excluding strikes by the employees of the person affected by such event) which have the effect of materially impairing the performance by us or you (as the case may be) of our or your obligations under the Contract.
- 19.2 No failure by either us or you to comply with any provision of the Contract which results from circumstances of the type described in condition 19.1 shall constitute a breach of the Contract.
- 19.3 Each of us and you shall, if possible, promptly notify the other if it is affected by circumstances of the type described in condition 19.1.
- 19.4 If circumstances of the type described in condition 19.1 prevail for a continuous period of more than 30 days, then, where only one party is affected by the circumstances, the other party or, where both parties are affected by the circumstances, either party shall be entitled to terminate the Contract.
- 20. NOTICES**
- 20.1 Any notice required or authorised to be given by a party to the other will be given by delivering it by hand or sending it by pre-paid recorded delivery post to the other party at:
- (in the case of a company or limited liability partnership) its registered office and marked for the attention of the Company Secretary; or



- (b) (in other cases) to the address specified for that party in the relevant PO.
- 20.2 Where written notification may be made by email, delivery will be deemed to have taken place at the time of transmission, unless that is outside of normal business hours in the place of receipt, in which case delivery will take place upon recommencement of normal business hours in the place of receipt.
- 21. VARIATIONS**
No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 22. COMPLIANCE WITH POLICIES**
22.1 You warrant that you have read, understand and will comply with the policies we have provided to you (and which we may update from time to time) including but not limited to the Corporate Social Responsibility Policy You shall indemnify and keep each of us and our Customers indemnified in full against all claims, actions, damages, losses and liabilities which either of us incur as a result of your breach of condition 22.1.
- 23. ANTI-BRIBERY AND CORRUPTION**
23.1 You shall ensure that neither you and/ or any of your directors, employees, workers or agents have in connection to entering into this Contract and in relation to the performance of this Contract directly or indirectly do or omit to do any act which would be or could be construed as an unlawful act under statutory or common law relating to bribery, corruption or fraud in any jurisdiction including, without limitation, the Bribery Act 2010.
- 23.2 Any breach of the condition 23.1 will entitle us to terminate this agreement immediately by giving notice to you as being a material failure of yours to perform or comply with your obligations under this Agreement which is not capable of remedy.

24. THIRD PARTY RIGHTS

Except where rights are granted to Customers in these General Conditions, these General Conditions do not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these General conditions.

25. GOVERNING LAW

The Contract is governed by English law and subject to the exclusive jurisdiction of the English Courts.

ANNEX 1: Details of Processing, Personal Data and Data Subjects Processing.

1. Scope

In accordance with Staci's instructions and generally to perform the Contract.

2. Nature

Processing Personal Data to perform the Contract, including but not limited to delivery of Goods to Data Subjects' addresses.

3. Purpose of processing

The purpose of the processing is to fulfil obligations under the Contract.

4. Duration of the processing

Until the Contract is performed in full or otherwise terminates.

5. Types of Personal Data

Name, address and associated delivery and contact data.

6. Categories of Data Subject

Recipients of Goods and Services made under **Customer** instruction to Staci.

