

July 2020

To whom it may concern

REF: Suppliers details for the purchase of HSE's online tools (Safety Climate Tool, Stress Indicator Tool and/or Musculoskeletal Disorder Assessment Tool)

Dear Sir / Madam,

Please find the below company and service information needed for your completion of your supplier onboarding form. Please contact your sales representative should you require any information in addition to the below.

Company Details

Company name: The Stationery Office Ltd (TSO)

Registered address: 55 Wells Street, London, W1A 3AE

Registered website: <https://www.wlt.com/sectors/public-sector>

Trading status: limited Company

Date of registration in country of origin: 25th April 1995

Company registration number: 03049649

Head office DUNS number: 77-937-5633

Registered VAT number: GB 662774703

Details of immediate parent company:

Immediate parent company: Williams Lea Group Limited

Registered office address: Williams Lea Group Limited 55 Wells Street, London, W1A 3AE

Registration number: 01627560

Head office DUNS number: 227147899

Head office VAT number: GB662774703

Details of ultimate parent company:

Wertheimer UK Limited is a company registered in England and Wales. Wertheimer UK Limited was established as a special purpose vehicle to acquire the Williams Lea Tag business on 30th November 2017 and is solely controlled by funds managed by Advent International Corporation.

Registered office: 55 Wells Street, London, W1A 3AE

Registration number: 10888457

Head office DUNS number: 223127563

Head office VAT number: GB 662774703



a Williams Lea company

Williams Lea
55 Wells Street
London
W1A 3AE
t +44 (0)20 7251 4571
www.williamslea.com

Risk and Compliance

Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”)? YES <https://www.wlt.com/modern-slavery-statement>

Insurance

Employer’s (Compulsory) Liability Insurance: £5m

Public Liability Insurance: £1m

Professional Indemnity Insurance: £5m

Assurance

Quality Assurance ISO 9001:2008 – certificate number FS 569372

Environmental Assurance ISO 14001:2004 – certificate number EMS 541713

Information Security Assurance: ISO 27001:2005 – certificate number IS 650725

Health and Safety Assurance OHSAS 18001:2007 – certificate number OHS 542150

Business Continuity Management System ISO 22301:2012 – certificate number BCMS 637837

Cyber Security: Cyber Essentials Plus – registration number QGCE 730

Payment Card Industry Data Security Standards (PCI DSS) - LEVEL 1 SERVICE PROVIDER

Privacy Policy

Privacy policy for TSO delivering the service on behalf of HSE

<https://books.hse.gov.uk/HSE-Books-Help-Pages/Privacy/>

HSE’s privacy policy

<http://www.hse.gov.uk/privacy.htm>

For clarity, the only personal data the system holds is the administrators email address, you do not upload employee details into the system and all responses to the surveys are anonymous and does not include any personal data.

Service overview

The online tools are owned by HSE and where developed by HSE’s supplier Snap Surveys Limited, with TSO operating sales, marketing and customer services functions as a support to HSE. Both Snap Surveys and TSO maintain ISO 27001 accreditation as part of our contractual requirements as suppliers to HSE as a UK government organisation.

Personal data: the only personal data the system holds is the administrators email address, you do not upload employee details into the system and all responses to the surveys are anonymous and does not include any personal data.

Penetration tests: when there are service changes and on an ongoing basis penetration tests are completed and risks managed in accord with good industry practice. Due to secure nature of the data included in the penetration tests these cannot be shared with external organisations.

Data encryption: the online web based system, has a secure SSL connection to encrypt data.



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Data location: The services is hosted in the UK on a secure site and with no data from the services being processed outside of the UK. Please note that your organisations administrator of the service can access the system outside of the UK to download survey reports.

Service maintenance: as a subscriber to the online tools you will be informed of scheduled maintenance in advance. We will seek to reduce any impact by completing any maintenance and service updates during holiday periods where it is strongly recommended that active surveys are not completed.

Payment and Order Details

Customer Services

Address: The Stationery Office Ltd, 18 Central Avenue, St Andrews Business Park, Norwich, NR7 0HR

Phone: 03332025070

Email: customer.services@tso.co.uk

Sales Contact

Hollie Stocks

01603 695119

hollie.stocks@wlt.com

Bank Details

Bank Name: HSBC, PO Box 61004, London, SE1 9RX

Name on Account: The Stationery Office Limited

Sort Code: 40 02 50

Account Number: 21 29 17 93

IBAN: GB22 MIDL 4002 5021 2917 93

Swift Code: MIDL GB22

Terms and conditions

TSO terms and conditions of sale

<https://books.hse.gov.uk/bookstore.asp?FO=1358122>

Terms and condition of the Stress Indicator Tool

https://books.hse.gov.uk/gempdf/SIT_Terms_and_Conditions_V2_April19.pdf

Terms and condition of the Safety Climate Tool

https://books.hse.gov.uk/gempdf/SCTO_Terms_and_Conditions_V2_April19.pdf

Terms and condition of the Musculoskeletal Disorder Assessment Tool

https://books.hse.gov.uk/gempdf/HSE_MSD_Assessment_Tool_Terms_and_Conditions_live_v1.0_March_2020.pdf



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Yours sincerely,

A handwritten signature in black ink that reads 'Ian Fik'. The signature is fluid and includes a large, circular flourish at the end.

Ian Fik, Account Director
TSO part of Williams Lea

A handwritten signature in black ink that reads 'Ashley Dampier'. The signature is stylized and includes a large, circular flourish at the end.

Ashley Dampier, Sales Director
TSO part of Williams Lea