

## 1. What are you paying for?

### GOODS

- Computer hardware
- Medical equipment (e.g., blood pressure monitors)
- Office supplies



Follow University Purchase to Pay process. Guidance on the PHC Finance Intranet site: [HERE](#)

OR

### SERVICES

- Transcription
- Study Design
- Consultancy services



Next step:  
[2. Confirm employment status](#)

## 2. Confirm employment status.

The employment status **must** be checked in all cases (including cases where the 3<sup>rd</sup> party operates via Ltd company). Send an email to [finance@phc.ox.ac.uk](mailto:finance@phc.ox.ac.uk) in the first instance who will work with you to establish employment status and payment route

Outcome 1: **classed as employment** for tax purposes

Payment must be made via Payroll

HR will take this forward with you to draft an appropriate contract ([hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk)).  
(Subsequent steps on this document do not apply)

OR

Outcome 2 : **not classed as employment** for tax purposes (i.e., self-employed or other)

3<sup>rd</sup> party must supply invoices to receive payment

Next steps:  
**3. Contract value and data transfers**

### 3. Contract value and Third-Party access to Personal Data

Requestors need to consider both the **total value of the contract** and whether the **third party will process personal data before** pursuing a services or consultancy contract.

Details on these steps follow on the next two slides (3a and 3b).

### 3a. What is the value of the contract?

Total value of contract (excluding VAT)	Preferred supplier *	Non-preferred supplier	Notes
Under £1,000	No quotation required	Confirm price in writing before committing to purchase	
£1,000 - £25,000	No quotation required	2 or more quotations to be obtained from different suppliers	If more than one quote is unobtainable a <a href="#">multi-quote exemption form</a> must be completed
Over £25,000	Follow Departmental Tender Process	Follow Departmental Tender Process	Please contact <a href="mailto:finance@phc.ox.ac.uk">finance@phc.ox.ac.uk</a> in advance for all potential purchases over £25,000

\* [Preferred supplier list available here](#)

### 3b. Will the third-party process personal data\*?

Refer to this link for more information as to what constitutes **personal data**:

<https://www.phc.ox.ac.uk/intranet/information-governance/information-governance/what-is-personal-data>

**YES**



Check the [Information Security third party risk register](#) to confirm whether a Third-party Security Assessment (**TPSA**) has already been completed:

- ✗ If **not**, initiate the TPSA process by following instructions available [here](#)
- ✓ If a TPSA has been completed, obtain email confirmation from InfoSec [grc@infosec.ox.ac.uk](mailto:grc@infosec.ox.ac.uk) that a new TPSA is not required. Copy the email to [datasecurity@phc.ox.ac.uk](mailto:datasecurity@phc.ox.ac.uk)



- ✓ Simultaneously, complete a Data Protection Impact Assessment (**DPIA**) screening.
- ✓ If required, then initiate **either** a full DPIA or a Data Protection Assessment.

*Go here for more information: <https://compliance.admin.ox.ac.uk/privacy-by-design>*



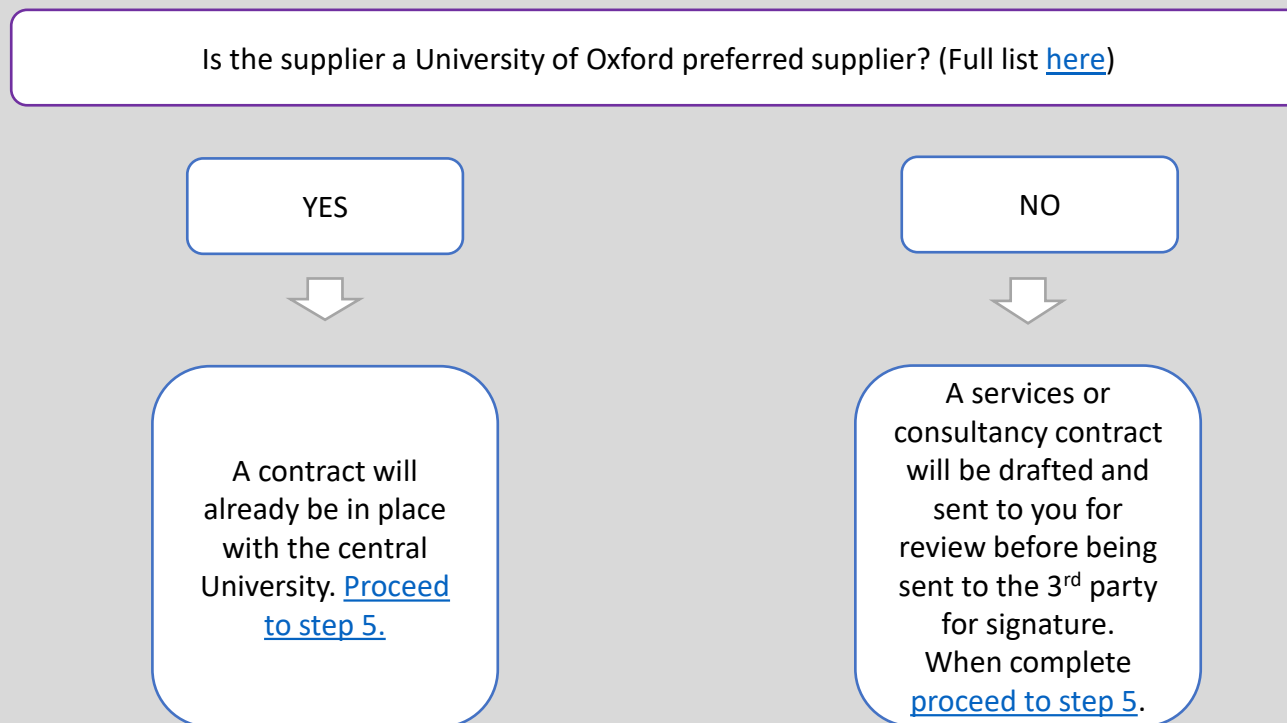
When all steps above are complete and approved proceed to step [4. Issuing the Contract](#)

**NO**

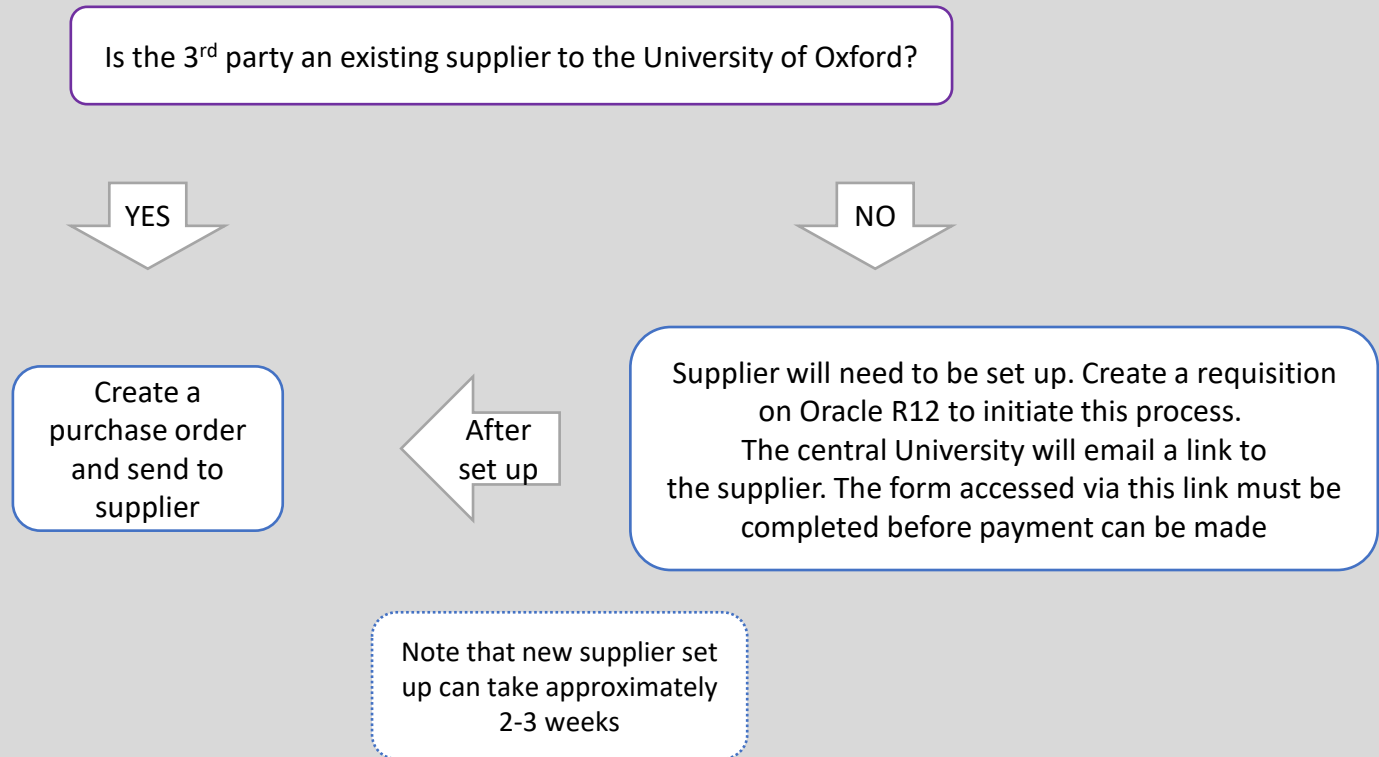


Proceed to step [4. Issuing the Contract](#)

## 4. Issuing the contract



## 5. Confirming the order with the supplier.



## 6. Transferring information assets outside of the Department.

***REMINDER***

Each time a transfer of information assets outside of the Department is planned, follow the [Data Transfer Authorisation Request \(DTAR\) process](#).

This includes transfers to other University of Oxford departments, other Universities, Supplier of Services, etc.



[Submit a DTAR form](#) to  
[datasecurity@phc.ox.ac.uk](mailto:datasecurity@phc.ox.ac.uk)



Once approved retain evidence of approval and acknowledgement of receipt from the intended recipient.