

DPPPrep Service Engagement Framework

A plain-English summary of the intended standard working model for readiness and product-data preparation engagements. Binding commercial terms are stated in the quotation or order confirmation.

1. Scope

The agreed scope defines the product(s), data sources, deliverables and exclusions. DPPPrep works from the information made available for that scope and does not assume that unprovided information exists or is correct.

2. Client inputs

The client remains responsible for providing information it is entitled to share and for identifying confidentiality restrictions, supplier-use conditions and known limitations in source data.

3. Deliverables

Typical deliverables may include a requirement matrix, source register, gap/action list, structured dataset and executive summary. Exact formats and depth are confirmed before work starts.

4. Regulatory role

DPPPrep provides data-readiness and preparation support. It does not act as a notified body, certification authority or law firm, and it does not certify that a product or dataset is legally compliant. Product-specific legal and conformity decisions remain with the responsible economic operator and its advisers.

5. Confidentiality and technical data

An NDA can be agreed before sensitive files are shared. Data minimisation, transfer method, retention expectations and any material third-party processing should be agreed for the engagement where relevant.

6. Fees and changes

Fees, VAT treatment, payment terms and any assumptions are stated in the quotation. Work outside the agreed scope is not treated as included unless confirmed in writing.

7. Intellectual property and reuse

Client product data and source documents remain the client's or relevant third party's information. Unless otherwise agreed, DPPPrep retains its generic methods, templates and know-how; client-specific deliverables may be used by the client for its internal DPP project and shared with its chosen implementation providers as required for that project.

8. Source-data quality

DPPPrep flags unsupported, conflicting or missing information rather than converting it into verified compliance data. Calculations, declarations or evidence supplied by third parties remain attributable to those sources.

9. Handover and closure

At handover, unresolved gaps should remain visible. Return, deletion or retention of working copies can be agreed in the engagement documents where required.

10. Contracting identity, governing law and liability

The contracting party, registered / business details, governing law, liability provisions and any dispute terms are stated in the quotation or order confirmation. Those binding terms take precedence over this informational framework.

Important

This document is an informational service framework, not a substitute for a final contract or legal advice. It should be read together with the project quotation, NDA (if used), privacy notice and any client-specific data-handling terms.