



**National Highways Limited**

**Scope**

**Data Protection**

**Annex 08**

## LIST OF CONTENTS

<b>1</b>	<b>DATA PROTECTION (SCHEDULE [A]).....</b>	<b>3</b>
1.1	Processing, Personal Data and Data Subjects .....	3

1 DATA PROTECTION (SCHEDULE A)	
1.1 Processing, Personal Data and Data Subjects	
This schedule is completed by the <i>Client</i> , who may take account of the view of the <i>Contractor</i> , however the final decision as to the content of this schedule is the <i>Client's</i> and at its absolute discretion.	
1. The contact details of the <i>Client's</i> Data Protection Officer is (dataprotectionadvice@nationalhighways.co.uk).	
2. The contact details of the <i>Contractor</i> Data Protection Officer or nominated lead are as per Contract Data Part 2.	
3. The <i>Contractor</i> complies with any further instructions issued by the <i>Client</i> with respect to the processing of Data.	
Any such further instructions are to be incorporated into this table.	
Description	Details
Identity of the <i>Client</i> and <i>Contractor</i>	The Parties acknowledge that for the purposes of the Data Protection Legislation, the <i>Client</i> is the Data Controller and the <i>Contractor</i> is the Processor in accordance with in accordance with the Data Protection Scope section.
Subject matter of the processing	Processing is needed to allow the Processor to effectively Provide the Service.
Duration of the processing	From the Start Date to Completion.
Nature and purposes of the processing	<p>The processing of Personal Data is necessary for</p> <ul style="list-style-type: none"> <li>the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller or in a third party to whom the Data is disclosed. This includes <ul style="list-style-type: none"> <li>the administration of justice,</li> <li>the exercise of a function conferred on a person by an enactment or rule of law and</li> <li>the exercise of a function of the Crown, a Minister of the Crown or a government department.</li> </ul> </li> <li>the furtherance of the legitimate interests pursued by the Data Controller or a third party except where those interests are overridden by the interests or fundamental rights and freedoms of the Data Subject.</li> </ul>

Type of Personal Data	<p>The types of Personal Data to be processed for the purposes of the <i>service</i> include the Data Subject's</p> <ul style="list-style-type: none"> <li>• name,</li> <li>• home address,</li> <li>• place of residence (if different to home address),</li> <li>• date of birth,</li> <li>• telephone number,</li> <li>• email address,</li> <li>• presence on still or moving images, including those obtained from or live streamed by close circuit television and</li> <li>• presence on audio and video recordings.</li> </ul> <p>Special category Data revealing the Data Subject's</p> <ul style="list-style-type: none"> <li>• racial or ethnic origin,</li> <li>• political opinions,</li> <li>• religious or philosophical beliefs,</li> <li>• trade union membership,</li> </ul> <p>and the processing of</p> <ul style="list-style-type: none"> <li>• biometric data for the purpose of uniquely identifying a natural person and</li> <li>• data concerning health.</li> </ul>
Categories of Data Subject	<p>The categories of Data Subject whose Data the <i>Contractor</i> may process include</p> <ul style="list-style-type: none"> <li>• Staff,</li> <li>• subcontractor staff (at any stage of remoteness from the <i>Client</i>),</li> <li>• <i>Client</i> staff,</li> <li>• <i>Client's</i> contractor,</li> <li>• site visitor,</li> <li>• key stakeholder,</li> <li>• affected landowner,</li> <li>• member of the local community,</li> <li>• trespasser,</li> <li>• protester,</li> <li>• activist and</li> <li>• <i>Client's</i> customer.</li> </ul>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>Data is retained for a minimum period of eighteen (18) months following the last interaction that a Data Subject has with the <i>Contractor</i> regarding the works and services of the Project and is destroyed no later than twenty-four (24) months following that last interaction, unless otherwise agreed with the Data Subject.</p>