SCHEDULE 5: DATA PROTECTION PARTICULARS

Personal Data Particulars This Schedule forms part of the Agreement and must be completed and attached to each Tasking Form where Personal Data is being processed on behalf of the Authority.

Data Controller	**The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by:** Imperial College London
Data Processor	**The Data Processor is the Supplier. The Personal Data will be processed at:** [redacted], Department of Neurology, Imperial College London.
Data Subjects	**The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:** Patients suffering non-freezing cold injury and matched controls. These are all likely to be serving or former members of the Ministry of Defence Armed Forces.
Categories of Data	**The Personal Data to be processed under the Contract concern the following categories of data:** Pseudo-anonymised clinical patient data – Medical record and details, name, address, DOB, contact telephone number and email address
Special Categories of data (if appropriate)	**The Personal Data to be processed under the Contract concern the following Special Categories of data:** Ethnic origin, medical data (including protected characteristics)
Subject matter of the processing	**The processing activities to be performed under the contract are as follows:** Anonymised data to allow patients response to the treatment in the trial to be recorded. The results of questionnaires or medical treatment given will be recorded under the anonymised leger. Patient data will be pseudo-anonymised, i.e., patients will only be identified by their initials/study number on the case report forms.
Nature and the purposes of the Processing	**The Personal Data to be processed under the Contract will be processed as follows:** Data will be collected, recorded, organised, processed, and stored but in an anonymised format. While the results of the trial will be published no patient data either in full or anonymised from will be published.
Technical and organisational measures	**The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:** Patient data will be pseudo-anonymised, i.e., patients will only be identified by their initials/study number on the case report forms Participants' personal data will be accessed by the patients' direct care team as well as members of the research team. Medical records and the data collected for the study may also be looked

	at by authorised people from the Sponsor or NHS (National Health Service) Trust, to check that the study is being carried out correctly. All will have a duty of confidentiality to the research participant and will do their best to meet this duty. By signing the MODREC Consent Form (Ministry of Defence Research Ethics Committee) patients authorise release of, or access to, this confidential information to the relevant study personnel and regulatory authorities as noted above. Data Analyses will be performed by the Investigators with the help of an Imperial College Statistician The data will not be stored on media or removable devices. All computers storing or processing data will have appropriate password security and firewalls to prevent unauthorised access Employees will be subject to checks on their employment as part of GDPR (General Data Protection Regulation) ensuring they are up to date with training in this area. They will be required to know how to raise a security breach to the appropriate authority within the NHS and the trial.
Instructions for disposal of Personal Data	**The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract):** Patient data will be pseudo-anonymised, i.e., patients will only be identified by their initials/study number on the case report forms. The skin biopsies will be stored securely for up to ten years in the Peripheral Neuropathy Unit sub-collection of the Imperial College Tissue Bank, which has HTA Research Licence (12275) that covers Imperial College London and Imperial College Healthcare NHS Trust. The biopsies will be labelled only with the study number. At the end of this time the samples will be destroyed. If the participant consents, then these samples may be used for future related research, subject to ethical approval. Any information obtained in connection with this research project that can identify a patient will remain confidential and will only be used for the purposes of the study. It will only be disclosed with the patient's permission, except as required by law. In any publications and/or presentations that result from this study, information will be provided in such a way that patients cannot be identified. All data will be handled and managed in accordance with the Data Protection Act 2018. The Study team (sponsor) will hold the link between name and study number.
Date from which Personal Data is to be processed	**Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:** Not applicable – This is aligned with the contract commencement date