

## Annex A - Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.

Description	Details
Subject matter of the processing	<p>The Public Engagement Team is commissioning a Supplier to manage and evaluate the Experimental approaches to public dialogue fund. As part of this the Supplier will award grants to a range of organisations (grant recipients) who will conduct pilot dialogue projects.</p> <p>Processing of personal data is needed to ensure that the Supplier can effectively deliver its contract to manage and evaluate the fund. The Supplier in this scenario is the Data Controller.</p> <p>Grant recipients will also be Data Controllers, processing personal data from public participants as part of their pilots.</p> <p>The Contract itself will include the names and business contact details of staff of the Contracting Authority and the Supplier involved in managing the Contract.</p>
Duration of the processing	Data will be processed between 1 April 2022 and 31 March 2023, the duration of the Supplier's contract.
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, storage, retrieval, use, erasure.</p> <p>To administer the fund, the Supplier will collect information about organisations bidding for the fund and grant recipients, including names, business email addresses, business telephone numbers, office location, employment position and information contained in employee references. This personal data is being sourced from outside UKRI and will be responsibility of the Supplier.</p> <p>The pilots will gather data about members of the public. Information about their location, age, gender, ethnicity, socio-economic status and other demographic</p>

	<p>characteristics may be used for sampling criteria, and details such as name, email addresses and phone numbers may be used for involvement in online dialogues. Data generated in the dialogues (e.g. qualitative data) may also contain personal information. This personal data will be responsibility of the grant recipients.</p> <p>Data to be shared with UKRI is applications for shortlisting and outcomes data, for the purpose of administering grants and reporting requirements. The Supplier or grant recipients will provide the data subjects with a privacy notice advising the purpose for the data processing, who their data will be shared with and for what purpose documenting the lawful basis for processing</p> <p>The Supplier agrees to this by signing the contract. Grant recipients must agree to this as a condition for receiving funding from the Supplier.</p> <p>The purpose of the processing is to enable fulfilment of the Supplier's contract, including administration, management and evaluation of the fund; research; and dissemination of research conclusions.</p>
Type of Personal Data	<p>Organisations bidding for the fund and grant recipients: Names, business email addresses, business telephone numbers, office location, employment position and information contained in employee references.</p> <p>For public participants in dialogue pilots: Location, age, gender, ethnicity, socio-economic status and other demographic characteristics, and details such as name, email addresses and phone numbers. Data generated in the dialogues (e.g. qualitative data) may also contain personal information</p>
Categories of Data Subject	<ul style="list-style-type: none"> <li>• Staff of organisations bidding for the fund.</li> <li>• Staff of grant recipients.</li> <li>• Members of the public</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	Where Personal Data is contained within the Contract documentation, this will be retained in line with the Supplier's retention policy and securely destroyed.
--	--