



SCHEDULE 6:

CONTRACTOR KEY PERSONNEL



CONTENTS

1 TABLE OF KEY PERSONNEL 3



1. Table of Key Personnel

Position	Clause reference	Name of Individual
Director	Clause 34 (The Director).	Contractor to nominate as soon as reasonably practicable following the Commencement Date and no later than three (3) months before the Services Commencement Date, in accordance with clause 13.5 (Contractor's Staff Information).
Equality and Diversity Officer	Clause 29.8 (Equality and Diversity Officer).	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with clause 29.8 (Equality and Diversity Officer).
Prescribed Documentation Security Officer	Clause 64.9.6 (Security and Confidentiality of Prescribed Documentation).	Contractor to nominate no later than three (3) months before the Services Commencement Date in accordance with clause 13.5 (Contractor's Staff Information).
Quality Management Officer	Clause 26.2 (Quality Management Officer).	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with clause 26.2 (Quality Management Officer).
Sustainability Officer	Paragraph 5.1 of Schedule 12 (Sustainability).	Contractor to nominate as soon as reasonably practicable but in any event within three (3) months of the Commencement Date in accordance with paragraph 5.1 of Schedule 12 (Sustainability).



Offender Manager in Custody (OMiC) Manager	In accordance with Schedule 4 (Authority Policies) . All prisons must have a manager, who has a probation qualification, to focus on the quality of offender management.	Contractor to nominate no later than three (3) months before the Services Commencement Date in accordance with Schedule 4 (Authority Policies) .
Digital and ICT Security Lead	Paragraph 4.2 of Schedule 2 (Digital) .	Contractor to nominate no later than three (3) months before the Services Commencement Date in accordance with paragraph 4.2 of Schedule 2 (Digital) .
Local Information Manager	In accordance with PSI-2018-04. The Local Information Manager is a mandated role and is responsible for ensuring the lifecycle of a record through an Information Asset Register (IAR), they must also ensure an Information Risk Register, Destruction Log is setup and reviewed periodically. They are also the contact point for all data losses/compromises.	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with in PSI-2018-04.
Information Access Representative	In accordance with PSI - 03/2018. The information access representative is a mandated role and is responsible for all SAR's and logging FOI requests etc. This role is mandated in PSI - 03/2018.	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with PSI - 03/2018.