Personal Data Particulars

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by: *Synthetic Environments and Training* *MOD Abbey Wood* *Bristol* *BS34 8JH* ██████████████ *Project Manager* ████████████████████████████
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: *QinetiQ Limited* *Cody Technology Park* *Ively Road* *Farnborough* *Hampshire* *GU14 0LX* *Point of contact:* ███████████████ *Snr Programme Manager* ██████████████████████ ██████████████████████████████████ █████████████████████ █████████████████████ ███████████ ████████

Data Subjects	The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: *Royal Navy staff attending MCAST exercises.*
Categories of Data	The Personal Data to be processed under the Contract concern the following categories of data: *Name* *E-mail* *Telephone number*
Special Categories of data (if appropriate)	The Personal Data to be processed under the Contract concern the following Special Categories of data *None.*
Subject matter of the processing	The processing activities to be performed under the contract are as follows: *Participation in MCAST exercises.*
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 and used in the provision of MCAST exercises, and stored as a record of a Royal Navy staff's participation in a MCAST exercise.*
Technical and organisational measures	The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: *Encrypted data transfer of Personal Data via email or File Transfer Protocol (FTP)* *Cyber security/ monitoring including firewalls, malware scans and anti-virus protection.* *Access to databases containing Personal Data will be granted on a need-to-know basis only and only shared with individuals who are authorised to access.* *All Personal Data will be disposed of in a manner ensuring that the data cannot be retrieved including shredding of documents no longer required.* *Training will be provided to personnel on data protection and compliance monitoring will be undertaken.*
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): *Data will be retained for the term of the Contract and will be returned/ destroyed on expiry/ termination of the*

	Contract.
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: *Contract Commencement.*

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.