

## **Annex 1: Processing, Personal Data and Data Subjects**

(1) The contact details of the Contracting Authorities Data Protection Officer are:

Contracting Authority Data Protection Officer  
Department for Business, Energy and Industrial Strategy  
1 Victoria Street  
London  
SW1H 0ET

Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

(2) The contact details of the Suppliers Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are: **[To be completed by the Contractor]**

(3) The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

(4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The contractor has provided interviews as the suggested methodology due to the nature and scope of the call requires views from across the specified industries and sector associations, and this is likely best achieved through interviews and or surveys. The Contractor will provide interviewees with a privacy notice before participating to ensure they understand the nature of the research, how their data will be used and stored.</p> <p>The processing of names and business contact details of staff of both Contracting Authority and Contractor will be necessary to deliver the services exchanged during the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Contractor involved in managing the Contract.</p> <p>The Contractor will need to confirm that they are UK GDPR or GDPR (if operating in the EEA) compliant when submitting a bid.</p>
Duration of the processing	<p>Processing will take place from Contract Award for the Start Date of the Contract. The Contract will end on 31 March 22</p>
Nature and purposes of the processing	<p>The nature of the processing will include, recording, organisation, storage, destruction of data.</p> <p>Processing takes place for the purposes of research to deliver the requirement.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of</p>

	both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Type of Personal Data	<p>Name, business telephone numbers and email addresses and position of staff who undertake interviews for the delivery of the Project.</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract</p>
Categories of Data Subject	<p>Details of those invited to conduct interviews as part of the research.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within the Contract management.</p>
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>The Personal Data will be retained by the Supplier for a 12 Month retention period, following which the Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the Contract (include if applicable) [and the Suppliers retention period]. The Supplier will certify to the Contracting Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Procurement Documents.</p>
Controls in place to prevent further use of the data	Data is not to be used for other purposes and to be destroyed once Contract is complete

The Contracting Authority will be relying on consent as the relevant legal basis of processing. The Supplier will ensure that all communications requesting the provision on personal data allow for the data subject to provide clear, affirmative, informed, freely given and unambiguous consent, which requires a positive 'opt-in.' The Supplier will have mechanisms in place to ensure that consent is recorded and shown through an audit trail#.