

## SCHEDULE 18

### Processing Personal Data

The capitalised terms used in this Schedule 18 shall, unless defined in Schedule 1 (Definitions), have the same meanings as in the General Data Protection Regulations.

<b>"Data Controller"</b>	<p>The Data Controller is the Authority.</p> <p>The Personal Data will be provided by:</p> <p><b>Redacted under FOIA Section 40(2) Personal Information</b></p> <p>Defence Marine Services Room 221, No 24 Store Building 1/117 PP27, HM Naval Base Portsmouth PO1 3LT</p>
<b>"Data Processor"</b>	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at:</p> <p><b>Data controller:</b> Serco Limited <b>Registration reference:</b> Z5746980 <b>Date registered:</b> 13 September 2001 <b>Registration expires:</b> 12 September 2025 <b>Address:</b> Serco House, 16 Bartley Wood Business Park, Bartley Way Hook, Hampshire, RG27 9UY. <b>Data Protection Officer:</b> Mr Andrew Hill <a href="mailto:dpo@serco.com">dpo@serco.com</a></p>
<b>"Data Subjects"</b>	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p><i>Personnel of the Authority</i></p> <p><i>Authorised personnel of third parties appointed by the Authority and/or Contractor e.g. legal advisers etc.</i></p> <p><i>MOD Special Personnel in relation to training.</i></p>
<b>"Categories of Data"</b>	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p><i>In relation to Schedule 6 (Governance and Management Information, Reports, Records and Audit) services: Names, contact details of personnel – including professional email address, job title, rank and branch for military personnel, and calendar appointments of personnel.</i></p> <p><i>In relation to the provision of training by the Contractor: Name, rank/position, DOB, nationality, food allergies, home address, medical information, next of kin.</i></p> <p><i>It is noted that no personal data relating to the embarkation of Vessels, (as such services are described in the Statement of Requirement) are intended to be shared by the Authority with the Contractor. The Contractor will only be provided with confirmation of the number of passengers at each time for souls on board purposes.</i></p>

	<p><b>Contractor as controller:</b> The Contractor will need to collect the following information in order to comply with International Ship and Port Facility Security code (ISPS) and FAL Form 6: Name, nationality, date of birth, place of birth, gender, type of identity or travel document, serial number of identity/travel document, expiry date of identity or travel document, port of embarkation, port of disembarkation, confirmation of transit passenger or not, home address, medical information, next of kin, food allergies, rank/position.</p>
"Special Categories of data (if appropriate)"	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data:</p> <p><i>Health data only to the extent required for Master of Vessel to report incident involving Authority personnel.</i></p> <p><i>In exceptional circumstances, data about a person's dietary requirements and/or special assistance requirements may identify an underlying health condition (e.g. food allergy or disability). In these very limited circumstances health data may be processed, however, the Contractor does not require this level of detail for the purposes of discharging the services under the Contract and it is noted that inferences and/or educated guesses based on other data are not generally considered by the UK ICO to be special category data under the UK GDPR.</i></p>
"Subject matter of the processing"	<p>The processing activities to be performed under the contract are as follows:</p> <ul style="list-style-type: none"> <li>(a) <i>processing of personal data for the purposes of Schedule 6 (Governance and Management Information, Reports, Records and Audit) services including sending emails containing the names of Authority personnel, provision of reports, retention of data in accordance with retention policy etc;</i></li> <li>(b) <i>processing of personal data for the purposes of enabling Authority, Contractor and third party personnel to attend site visits; and</i></li> <li>(c) <i>sharing of relevant personal data involving Authority personnel by Master to port authorities etc. in order to report an incident.</i></li> </ul> <p><b>Contractor as Controller:</b> Processing of personal data for the purposes of compliance with International Ship and Port Facility Security code (ISPS) and FAL Form 6 reporting where Master of vessel flies the Red Ensign.</p>
"Nature and the purposes of the Processing"	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p><i>For the purposes of discharging the relevant services identified under Statement of Requirement in order to comply with Contract (including provision of: souls on board Schedule 6 (Governance, Management Information, Reports, Records and Audit) services, incident reporting and, where Contractor is acting as controller, ISPS compliance and FAL Form 6 reporting).</i></p>
"Technical and organisational measures"	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p><i>Compliance with Clause 43 (Protection of Personal Data)</i></p>

<p><b>"Instructions for disposal of Personal Data"</b></p>	<p>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 the Contract):</p> <p>The Contractor is required to ensure that physical and electronic data is destroyed in accordance with the United Kingdom General Data Protection Legislation 2018, as updated from time to time.</p>
<p><b>"Date from which Personal Data is to be processed"</b></p>	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:</p> <p>N/A.</p>