

Description	Details
Subject matter of the processing	<p>Research to help inform the Low Pay Commission (LPC) about the impact of the National Living Wage and National Minimum Wage on businesses, particularly prices, productivity, profits, investment, and business creation (start-ups) and destruction (failures)</p> <p>The processing of names and business contact details of staff of both the Contracting Authority and Supplier will be necessary to deliver the Services exchanged during the course of 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 Supplier involved in managing the Contract.</p>
Duration of the processing	<p>Processing will take place from 25 March 2019 for the Commencement of the Contract. The Contract will end on 31 December 2020 but may be extended until 31 December 202.</p>
Nature and purposes of the processing	<p>The nature of the processing might include: collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data.</p> <p>Processing takes place for the purposes of research investigating the nature of how businesses have coped with managing minimum wage increases.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake 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>
Type of Personal Data	<p>Name, address, contact telephone number, date of birth, pay, job characteristics, business characteristics and personal characteristics</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both</p>

	<p>the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake 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>
<p>Categories of Data Subject</p>	<p>Dependent on the contracting authority but could include employers, members of the public, users of a particular website e.g. gov.uk, workers in a particular industry, applicants or users of a particular service</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within 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 18 months, with contracting authority to determine how it will be returned or destroyed and what any physical evidence of destruction will be required.</p> <p>The Personal Data will be retained by the Supplier until the expiry of the Contract [and the Supplier retention period], following which the Supplier will provide the Contracting Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Contracting Authority and erase from any computers, storage devices and storage media that are to be retained by the Supplier until the expiry of the Contract [and the Supplier 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>