

Annex A - Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.

Description	Details
Subject matter of the processing	Doctoral Training Partnerships Training Grants and associated students and alumni
Duration of the processing	10 months April 2020 to February 2021
Nature and purposes of the processing	<p>The supplier will use the data to a) contact the directors, administrators and students involved in the DTP1 scheme. The supplier will receive and store securely the names and email addresses of the directors, administrators and students</p> <p>They will look at the annual reports to get an understanding of the activities that have taken place under the awards. They may also need access to other student data e.g. university and research area, the student surveys and ResearchFish data. All data or information provided will need to be stored securely and used only for the purpose of the evaluation.</p> <p>In addition, it is anticipated that data will be acquired, generated and analysed as part of the evaluation and this must be held securely.</p> <p>The purpose of the processing is to enable the supplier to review the scheme and provide a report on its effectiveness and impact.</p> <p>The data shall be stored securely, and they shall only be accessed by the data processor(s) responsible for these activities.</p>
Type of Personal Data	<p>Names and contact details of DTP Grant directors and DTP Managers (past and present). The current contact information is in the public domain on the AHRC website</p> <p>Student names and contact details and their registered university.</p>

	Information detailing courses undertaken, activities completed and conferences attended. (This information has been provided by the Research Organisation as part of their annual report). Reports also include demographic data, though this is anonymised
Categories of Data Subject	AHRC staff; University staff with role on DTP; academics and administrators; AHRC-funded DTP students – this data is held by the university but the TS and Cs of the Training Grant detail this use (see below). DTP Partners – non-HEI organisations who work with the universities in the provision of some elements of some PhD.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	A copy of the data and data analysis will be made available, in digital form, to AHRC. A data retention schedule for the data collected should be created. The data shall be stored digitally, and deleted one month from the end of the contract, or at any time by request of the data subjects, unless advised to the contrary by UKRI.

UKRI Training Grants Terms and Conditions:

Use of Training Grant Information UK Research and Innovation (UKRI) handles all personal data in accordance with current UK data protection legislation and the EU General Data Protection Regulation (GDPR) where appropriate.

It is the responsibility of the Research Organisation to ensure that both students it funds from UKRI funding and individuals who receive grant funding, or who are later involved in the award, are made aware of how personal data may be used by both UKRI and the Research Organisation. This includes information relating to groups such as students, supervisors, project partners, investigators, named researchers and support staff.

To meet UKRI's obligations for public accountability and the dissemination of information, contents of funded research proposals will also be made available on the Councils' websites and other publicly available sources. As a condition of funding, UKRI may use the data to publish information on awards made. We may also share information with third parties to support, for example, open access publication and reporting outcomes via Researchfish. This includes data submitted through Je-S Student Details (SD).

UKRI is also subject to the UK Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and may be required to release grant information on request, subject to appropriate exemptions.

Further information is provided by the UKRI Use of grant proposal information addendum (<https://www.ukri.org/files/funding/tcs/grants-addendum-pdf/>) and via the UKRI Privacy Notice (<https://www.ukri.org/privacy-notice/>).