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Schedule 14 Processing, Personal Data and Data Subjects – Work package A

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are: [REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	<p>The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package A.</p> <p>The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer and Contractor are independent Controllers for any personal data processed under any work packages or parts of work packages not covered by separate schedules.</p>
Subject matter of the processing	Processing of personal data is required in relation to work package A – contract management
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Health and safety reporting/investigating being carried out in respect of client staff (A2) • Collection of client staff health details in relation to specialist furniture requests that capture any health information (A6) • Personal data processed in reports/complaints relating to the provision of the service (A9) • Client staff personal data in business continuity or disaster recovery plans (A11) • Records of client staff training (A13).
Type of Personal Data being Processed	<p>H&S including reportable incidents:</p> <ul style="list-style-type: none"> - Name & contact details

	<ul style="list-style-type: none"> - Details of incidents (including potential health data) <p>Specialist furniture requests</p> <ul style="list-style-type: none"> - Name & contact details - Health data relating to requirements for specialist furniture <p>Complaints</p> <ul style="list-style-type: none"> - Name & contact details - Details of issue reported <p>Business continuity/disaster recovery</p> <ul style="list-style-type: none"> - Job titles - Name & contact details <p>Records of staff training</p> <ul style="list-style-type: none"> - Name/contract details - Record of training attended
Categories of Data Subject	<p>DfT staff</p> <p>Visitors to DfT offices</p>
International transfers and legal gateway	<p>There are no known/approved international transfers at contract let.</p>
Plan for return and destruction of the data once the processing is complete	<p>The parties will agree a plan for return and destruction of the data as part of exit arrangements.</p>

Schedule 14 Processing, Personal Data and Data Subjects – Work package E

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package E.
Subject matter of the processing	Processing of personal data is required in relation to work package E – Maintenance services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> Maintenance engineers access/process personal data when servicing security, access and intruder alarm systems (E6) Automated barrier control systems (E9) Mail room scanners (E16) Photocopiers/faxes/shredders or scanners (E17).
Type of Personal Data being Processed	<p>Servicing security, access and intruder alarm systems</p> <ul style="list-style-type: none"> Names Access location Access date & time (entry and exit) <p>Automated barrier control system</p> <ul style="list-style-type: none"> Names Access location Access date & time (entry and exit) <p>Mail room scanners</p> <ul style="list-style-type: none"> Name Postal address Organisation Job title <p>Photocopiers etc</p> <ul style="list-style-type: none"> Any personal data up to and including official sensitive

Categories of Data Subject	Staff Members of the public Stakeholders
International transfers and legal gateway	There are no known/approved international transfers at contract let.
Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.

Schedule 14 Processing, Personal Data and Data Subjects – Work package J

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package J.
Subject matter of the processing	Processing of personal data is required in relation to work package J – Workplace FM Services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Mailroom services (J1) • Internal messenger services (J2) • Courier booking services (J3) • Archiving on site (J9) • Reprographic services (J13)
Type of Personal Data being Processed	<p>Mailroom services</p> <ul style="list-style-type: none"> • Name • Postal address • Organisation • Job title <p>Internal messenger services</p> <ul style="list-style-type: none"> • Name • Postal address • Organisation • Job title • Building location <p>Courier booking services</p> <ul style="list-style-type: none"> • Name • Postal address • Organisation • Job title <p>Archiving on site</p>

	<ul style="list-style-type: none"> Any personal data up to and including official sensitive <p>Reprographics</p> <ul style="list-style-type: none"> Name Contact details Any personal data up to and including official sensitive
Categories of Data Subject	<p>Staff Members of the public Stakeholders</p>
International transfers and legal gateway	<p>There are no known/approved international transfers at contract let.</p>
Plan for return and destruction of the data once the processing is complete	<p>The parties will agree a plan for return and destruction of the data as part of exit arrangements.</p>

Schedule 14 Processing, Personal Data and Data Subjects – Work package K

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package K.
Subject matter of the processing	Processing of personal data is required in relation to work package K – Visitor support services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Reception, switchboard and telephony services (K1) • Taxi booking services (K2) • Car park management (K3)
Type of Personal Data being Processed	<p>Reception, switchboard, telephony services</p> <ul style="list-style-type: none"> • Name • Contact details • Photographic ID • Organisation • Job title • Purpose of visit <p>Taxi booking services</p> <ul style="list-style-type: none"> • Name • Contact details • Origin • Destination <p>Car park management</p> <ul style="list-style-type: none"> • Vehicle Registration Number

Categories of Data Subject	Staff Members of the public Stakeholders
International transfers and legal gateway	There are no known/approved international transfers at contract let.
Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.

Schedule 14 Processing, Personal Data and Data Subjects – Work package L

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package L
Subject matter of the processing	Processing of personal data is required in relation to work package L – Security services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Static guarding service (L1) • CCTV (L2) • Access controls (L3) • Vehicle access (L4) • Patrols (L6) • Management of visitors and passes (L7) • Remote CCTV (L14).
Type of Personal Data being Processed	<p>Static guarding service</p> <ul style="list-style-type: none"> • Name • Organisation • Photographic ID • Vehicle Registration Number <p>CCTV</p> <ul style="list-style-type: none"> • Imagery of public spaces (of high enough quality to identify individuals) <p>Access controls</p> <ul style="list-style-type: none"> • Name • Organisation • Job title • Access location • Access date & time (entry and exit)

	<p>Vehicle access</p> <ul style="list-style-type: none"> • Name • Organisation • Vehicle Registration Number • For goods – details of recipient • Time of entry • Time of departure <p>Patrols</p> <ul style="list-style-type: none"> • Name • Record of entry during non-operational hours <p>Management of visitors and passes</p> <ul style="list-style-type: none"> • Name • Organisation • Job title • Purpose of visit <p>Remote CCTV</p> <ul style="list-style-type: none"> • Imagery of public spaces (of high enough quality to identify individuals)
Categories of Data Subject	DfT staff Members of the public Stakeholders
International transfers and legal gateway	There are no known/approved international transfers at contract let.
Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.

Schedule 14 Processing, Personal Data and Data Subjects – Work package M

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package M.
Subject matter of the processing	Processing of personal data is required in relation to work package M – Waste services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Onsite, mobile and offsite shredding (M1 & M2).
Type of Personal Data being Processed	Any personal data (including special category and criminal conviction) up to and including official sensitive. This includes customer correspondence/ID documentation and employee documentation.
Categories of Data Subject	DfT staff Members of the public Stakeholders
International transfers and legal gateway	There are no known/approved international transfers at contract let.

Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.
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Schedule 14 Processing, Personal Data and Data Subjects – Work package N

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package N.
Subject matter of the processing	Processing of personal data is required in relation to work package N – Miscellaneous FM services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> Housing and residential accommodation management (N7) Janitor services (N9) <p>At contract let these services are not being used.</p>
Type of Personal Data being Processed	<p>Housing and residential accommodation management</p> <ul style="list-style-type: none"> Name Address Contact details Financial information References <p>Janitor services</p> <ul style="list-style-type: none"> Imagery of public space via CCTV
Categories of Data Subject	DfT Staff

International transfers and legal gateway	There are no known/approved international transfers at contract let.
Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.

Schedule 14 Processing, Personal Data and Data Subjects – Work package O

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package O.
Subject matter of the processing	Processing of personal data is required in relation to work package O – Occupancy and property management services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> Customer service centre (O10) Property support desk (O12)
Type of Personal Data being Processed	<p>Customer service centre (O10)</p> <ul style="list-style-type: none"> Name Contact details Nature of request <p>Property support desk (O12)</p> <ul style="list-style-type: none"> Name Contact details Nature of request Date & time of request
Categories of Data Subject	DfT staff

International transfers and legal gateway	There are no known/approved international transfers at contract let.
Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.

Schedule 14 Processing, Personal Data and Data Subjects – Work package P

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package P
Subject matter of the processing	Processing of personal data is required in relation to work package P – CAFM services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> Complaints/feedback, service requests, calls etc (P1)
Type of Personal Data being Processed	Complaints/feedback, service requests, calls etc <ul style="list-style-type: none"> Name Contact details Details of the complaint/service request Call recordings
Categories of Data Subject	DfT Staff
International transfers and legal gateway	There are no known/approved international transfers at contract let.

Plan for return and destruction of the data once the processing is complete	The parties will agree a plan for return and destruction of the data as part of exit arrangements.
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Schedule 14 Processing, Personal Data and Data Subjects – Work package Q

This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1 for personal data processed as part of work package Q.
Subject matter of the processing	Processing of personal data is required in relation to work package Q – Helpdesk services
Duration of the processing	The duration of the contract
Nature and purposes of the processing	<ul style="list-style-type: none"> • Helpdesk Services (Q1)
Type of Personal Data being Processed	Helpdesk services <ul style="list-style-type: none"> • Name • Contact details (email/telephone) • Location • Nature of request • Date & time of request
Categories of Data Subject	DfT staff
International transfers and legal gateway	There are no known/approved international transfers at contract let.

Plan for return and destruction of the data once the processing is complete	The parties agree that all data will be returned to the buyer at the end of the contractual period.
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