

## Schedule 7 - GDPR Information

This schedule reproduces the annexes to the GDPR schedule contained within the Framework Agreement and incorporated into this Call-off Contract.

### Annex 1 - Processing Personal Data

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

- 1.1 The contact details of the Buyer's Data Protection Officer are: Peter Beglin, HMT Data Protection Officer, 020 7270 5172 [Privacy@hmtreasury.gov.uk](mailto:Privacy@hmtreasury.gov.uk).
- 1.2 The contact details of the Supplier's Data Protection Officer are: **[Insert Contact details]**
- 1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.
- 1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>The Buyer is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with paragraph 2-15 Framework Agreement Schedule 4 (Where the Party is a Controller and the other Party is Processor) and for the purposes of the Data Protection Legislation, the Buyer is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"><li>• <b><i>Business contact information such as Name, Telephone number and email address as required for the delivery of the services.</i></b></li></ul>
Duration of the Processing	For the duration of the Contract and such periods after the end of the Contract as required for legally mandated audits.
Nature and purposes of the Processing	Processing of Business contact information is for the purpose of contacting relevant individuals whose opinion is required for the delivery of services set out in the Contract and for the distribution of information and documentation to the relevant stakeholders in relation to the Contract and related project.

Type of Personal Data	Name, Email Address, Personal/Work Phone Number, Postcode
Categories of Data Subject	Employees, Contractors and Advisors of HMT, DMO and Crown Commercial Services as well as other Central Government Departments.
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	Information shall be held for the duration required for statutory audit purposes but no later than 6 months after the end of the Contract, when the processor shall delete any personal data.