

## 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 the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are: David Hyett [dataprotection@ukri.org](mailto:dataprotection@ukri.org)
2. The contact details of the Suppliers Data Protection Officer are: **TBC**
3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	The processing is needed in order to ensure that the Supplier can effectively deliver the contract. The contract requires the supplier to provide training and coaching services to individuals and businesses.
Duration of the processing	Data will be processed for a period of up to 30 months from the start of the contract. We expect this period to be between April 2023 and September 2025.
Nature and purposes of the processing	<p>The supplier will be required to track the identity of individuals within business that have completed an online diagnostic as part of their early engagement with business support. At the heart of the design of the platform is the requirement to deliver a simple and intuitive user interface. It is a series of questions about all areas of their business – from objective questions about processes the company has in place, to asking the users opinions about how various aspects of the business work.</p> <p>The Innovation and Growth Specialist receives a notification confirming when all respondents have completed the questionnaire, reports are provided to the respondents and the advisor in a suitable format e.g. PDF.</p> <p>The Supplier will need to provide face to face training for Innovate UK EDGE partners and Innovation Growth Specialists in use of the tool. This will involve the collection, recording, organisation, retrieval, and consultation of personal data pertaining to individuals who attend the needs analysis training.</p>

	<p>The Supplier will be required to provide regular reports to the Contracting Authority on the progress of the contracted service. This will require the sharing of personal data between the Supplier and the Contracting Authority.</p> <p>The Supplier will be required to evaluate the outreach and impact of the contracted service. This may include contacting individuals within the businesses to conduct surveys or interviews. This process will involve the retrieval and consultation of previously recorded personal data. Any additional personal data collected through surveys or interviews will be stored, organised and may be shared with the Contracting Authority for the purposes of assessment and evaluation.</p>
Type of Personal Data	<p>Personal data to be processed will include:</p> <ul style="list-style-type: none"> <li>• Names,</li> <li>• job titles,</li> <li>• work email addresses,</li> <li>• work telephone numbers,</li> <li>• registered business addresses</li> </ul>
Categories of Data Subject	<p>Data subjects will include:</p> <ul style="list-style-type: none"> <li>• Executives of SMEs who undertake the online diagnostic as part of their early engagement with business support</li> <li>• Staff employed as Innovation and Growth Specialists by Suppliers to the Contracting Authority</li> <li>• Staff within the Contracting Authority.</li> </ul>
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	<p>Delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion. This action is to take place within 30 days.</p>