

PS21125 Commercial due diligence of a grant application

Annex A - Data Protection

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The UK General Data Protection Regulation (UK GDPR) published by the Information Commissioner's Office can be found [here](#).

The only processing that the Contractor is authorised to do is listed in Annex 1 to this section by BEIS, "the Authority" and may not be determined by the Contractor.

Processing, Personal Data and Data Subjects

(1) The contact details of the Authority's Data Protection Officer are:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

(2) The contact details of the Contractor's Data Protection Officer are: [To be completed by the Contractor]

(3) The Contractor shall comply with any further written instructions with respect to processing by the Authority.

(4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to BEIS to conduct the commercial due diligence of an eRGF grant application to ensure the safeguarding of taxpayer's money.
Duration of the processing	8 th September 2021-29 th October 2021
Nature and purposes of the processing	The nature of processing will include the storage and use of names and business contact details of staff from the Processor, BEIS and the eRGF applicant as necessary to deliver the services and to undertake the Contract and performance management. The contract itself will include the names and business contact details of staff of both

	<p>BEIS and the Processor.</p> <p>The purpose of processing is for the Processor to assess the commercial elements of the eRGF grant applicant's proposed business case.</p>
Type of Personal Data	<p>Personal data will be limited to employee names and contact details in the contract management exchange between BEIS, the Processor and the grant applicant. In addition, it is expected employee names and contact details will be shared during the liaison phase of the assessment between BEIS, the Processor and the grant applicant.</p>
Categories of Data Subject	<p>Names, work email addresses, telephone numbers relating to members of staff of the Processor and eRGF applicant.</p>
Plan for return and destruction of the data once the processing is complete	<p>The Contractor will provide the Authority with a complete and uncorrupted version of any Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase from any computers, storage devices and storage media that are to be retained by the Contractor immediately following the expiry of the Contract. The Contractor will certify to the 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>

Where the Contractor is required to collect any Personal Data on behalf of the Authority, it shall ensure that it provides the data subjects from whom the Personal Data are collected with a privacy notice.