

## **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	# This should be a high level, short description of what the processing is about i.e. its subject matter #
Duration of the processing	# Processing will take place from [start date] for the Start Date of the Contract. The Contract will end on [end date] but may be extended for an undefined period at the discretion of the Contracting Authority. #
Nature and purposes of the processing	# Please be as specific as possible, but make sure that you cover all intended purposes. The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc. The purpose might include: employment processing, statutory obligation, recruitment assessment etc #
Type of Personal Data	# Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc #
Categories of Data Subject	# Examples include: Staff (including volunteers, agents, and temporary workers), Contracting Authority / clients, suppliers, patients,

	students / pupils, members of the public, users of a particular website etc #
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	# Describe how long the data will be retained for, how it be returned or destroyed and any physical evidence required of destruction, such as a secure waste disposal certificate #