

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 Contracting Authority Data Protection Officer are 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 Contracting Authority. Any such further instructions shall be incorporated into this Schedule

<u>Description</u>	<u>Details</u>
Subject matter of the processing	<p>A study to explore the role of Research Technical Professionals who contribute to Arts and Humanities Research.</p> <p>AHRC want to commission a study which will increase our understanding of the roles, skills and career development needs of professionals who contribute to Arts and Humanities Research in a technical capacity, who we refer to as Research Technical Professionals (RTPs).</p> <p>The key output of this study will be an outward-facing report mapping the breadth and scope of this community, exploring the contributions members of this community make to Arts and Humanities (A&H) research, providing case studies and more in-depth analysis of RTP roles contributing to A&H research.</p>
Duration of the processing	Study should commence January 2022 and be completed by July 2022.
Nature and purposes of the processing	Information will be collected, recorded, stored for purpose of study to then analyse and feed into external facing report.
Type of Personal Data	<p>Name, job title, contact email, gender.</p> <p>EDI (personal data) – ethnicity and disability.</p> <p>Please note there will be an EDI part of the report. The report needs to explore the diversity of the RTP community contributing to A&H research. The study should gather demographic data on the RTP community and, from that evidence base, reflect on the diversity of backgrounds and whether there are any barriers and challenges to entering or staying in an RTP career. It is therefore anticipated that data relating to the protected characteristics as defined in the 2010 Equality Act are likely to be collected.</p>
Categories of Data Subject	Research and Innovation Community

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	External contractor should return full data set to AHRC and securely destroy it from their records. We would need confirmation this has been securely done.
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