

## Order Form Attachment 9 – Schedule of Processing, Personal Data and Data Subjects

This Attachment 9 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 Attachment 9 shall be with the Buyer at its absolute discretion.

1. The contact details of the Buyer's Data Protection Officer are: [REDACTED]
2. The contact details of the Supplier's Data Protection Officer are: [REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Attachment 9.

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 Clause 34.2 to 34.15 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> <p>As part of the provision of the Services to the Buyer, the Supplier will process Personal Data relating to Buyer employees, third party employees, members of the public, people and businesses subject to regulatory compliance, individuals suspected of committing an offence and customers.</p> <p>Processing of Personal Data on behalf of the Buyer will occur in the provision of relevant Services provided to the instructing authority in respect of its processing of Personal Data under the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) Processing and storage of line of business application-related and unstructured Personal Data on client devices and servers;</li> <li>(b) Processing and storage of line of business application-related and unstructured Personal Data in shared e.g. Cloud-based environments;</li> <li>(c) Transmission of line of business application-related and unstructured Personal Data;</li> <li>(d) Processing and storage of Personal Data in IT management components such as directory services and identity management systems;</li> <li>(e) Processing and storage of Personal Data in tools used to manage or support the Services;</li> <li>(f) Processing and storage of personal information in logging and monitoring systems e.g. email, hygiene systems, data loss prevention systems, protective monitoring systems and (where relevant) recording systems;</li> <li>(g) Processing, storage and transmission of Personal Data related to the transfer of employees within scope of TUPE (if any);</li> </ul>

	<p>(h) Processing, storage and transmission of Personal Data by pre-approved third parties such as sub-contractors; and</p> <p>(i) In relation to the Body Worn Video Service, processing and storage of line of business application-related and unstructured Personal Data on video, photographic, and oral recording devices and servers.</p> <p>Personal Data processed in the above circumstances may include both information that identifies an individual and information that can be linked to that individual.</p> <p><b>The Supplier is Controller and the Buyer is Processor</b></p> <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Buyer is the Processor in accordance with Clause 34.2 to 34.15 of the following Personal Data:</p> <p>(a) in relation to personal data regarding the identification of the Supplier Personnel</p>
Duration of the Processing	<p>The duration of processing will be the Contract Period including any Termination Assistance Period as defined in Schedule 10 (Exit Management).</p> <p>The Supplier shall not Process Personal Data of the Buyer beyond expiry of the Initial Term and where relevant any Extension Period except as may be required as part of the exit activities to be undertaken during the Termination Assistance Period and then strictly in accordance with the provisions of Schedule 10 (Exit Management) and the Exit Plan.</p>
Nature and purposes of the processing	<p>The nature of the processing of Personal Data performed by the Supplier in the provision of the Services will vary according to the specific component but will include and may not be limited to:</p> <ul style="list-style-type: none"> <li>• Collecting</li> <li>• Recording</li> <li>• Organising</li> <li>• Altering</li> <li>• Adapting</li> <li>• Storing</li> <li>• Disseminating</li> <li>• Combining</li> <li>• Erasing</li> <li>• Disclosing by transmission</li> <li>• Disclosing by other means</li> </ul> <p>The Personal Data will be processed by the Supplier on behalf of the instructing authority by the provision of the Services to support that authority with its processing of the Personal Data for the purposes determined by it, including but may not necessarily limited to:</p> <p>(a) Identifying, authenticating and authorizing Buyer employees, third party employees, members of the public, people and businesses subject to regulatory compliance and customers;</p>

	<p>(b) Supporting approved access to multiple line of business applications;</p> <p>(c) Supporting the storage and deletion of business data in accordance with agreed retention schedules with the exception of Data Logs (defined below) which shall be retained as detailed below;</p> <p>(d) Supporting the functioning of business messaging systems;</p> <p>(e) Supporting the management of the Services;</p> <p>(f) Protective monitoring of the Services to ensure compliance with Buyer policies and legislation;</p> <p>(g) Supporting the management of employees;</p> <p>(h) Supporting the Buyer to comply with all relevant Data Protection Legislation and applicable codes of practice; and</p> <p>(i) In relation to individuals suspected of committing an offence, supporting the prosecution of alleged or suspected offenders and their associates.</p> <p>The following instructions in respect of Data Logs (as defined below) relate to Body Worn Video Services when Personal Data is processed for law enforcement Processing, as defined above (the “<b>Logging Instructions</b>”). Where Personal Data is processed on behalf of the Controller by a Processor, the Processor must keep logs for at least the following processing operations (in automated processing systems):</p> <ul style="list-style-type: none"> <li>• collection;</li> <li>• alteration;</li> <li>• consultation;</li> <li>• disclosure (including transfers);</li> <li>• combination;</li> <li>• erasure</li> </ul> <p>The logs of consultation must make it possible to establish the justification for, and date and time of, the consultation, and so far as possible the identity of the person who consulted the data.</p> <p>The logs of disclosure must make it possible to establish the justification for, and date and time of, the disclosure, and so far as possible the identity of the person who disclosed the data, and, so far as possible the identity of the recipients of the data.</p> <p>(each and together the “<b>Data Logs</b>”)</p> <p>The Data Logs kept under Part 3, section 62 (1) of the Data Protection Act 2018 may be used only for one or more of the following purposes -</p> <ul style="list-style-type: none"> <li>• to verify the lawfulness of processing;</li> <li>• to assist with self-monitoring by the controller or (as the case may be) the processor, including the conduct of internal disciplinary proceedings;</li> <li>• to ensure the integrity and security of personal data;</li> <li>• the purposes of criminal proceedings.</li> </ul>
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	<p>The Controller or (as the case may be) the Processor must make the logs available to the Commissioner on request.</p> <p>The Supplier will ensure that the Data Logs are retained for 7 years or until the expiry of the Contract Period or date of termination of the Contract, whichever is the earlier, and thereafter the Replacement Supplier, Supplier's Sub-Contractor or the Buyer will retain the Data Logs for any remaining retention period required.</p>
Type of Personal Data	<p>The types of Personal Data (electronic and hard copy) to be processed include, but may not be limited to:</p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Mobile Telephone Number</li> <li>• Email Address</li> <li>• Next of Kin</li> <li>• Next of Kin Contact Details</li> <li>• Job Title</li> <li>• Role Description</li> <li>• Bank Details</li> <li>• Interview Details</li> <li>• Assessment Details</li> <li>• Disciplinary Record</li> <li>• Pay Rate</li> <li>• Bank Details</li> <li>• Employment History</li> <li>• Health and Sickness Record</li> <li>• Absence Record</li> <li>• IT System Activity (including application, messaging, email and browsing activity)</li> <li>• User Accounts and Credentials</li> </ul> <p><b>Individual Customer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Mobile Telephone Number</li> <li>• Email Address</li> <li>• Bank Details</li> <li>• Credit/Debit Card Details</li> <li>• Record of transactions</li> <li>• Copies of correspondence</li> <li>• IT System Activity</li> <li>• User Accounts and Credentials</li> </ul> <p><b>Business Customer(s)</b></p>

	<ul style="list-style-type: none"> <li>• Business Name</li> <li>• Business Address</li> <li>• Business Telephone Number</li> <li>• Business Mobile Telephone Number(s)</li> <li>• Business email address</li> <li>• Contact Name(s)</li> <li>• Contact email address</li> <li>• Business Bank Details</li> <li>• Business Credit/Debit Card Details</li> <li>• Record of transactions</li> <li>• IT System Activity</li> <li>• User Accounts and Credentials</li> </ul> <p>In relation to the Body Worn Video Service:</p> <p><b>Members of the Public</b></p> <ul style="list-style-type: none"> <li>• Name;</li> <li>• Address;</li> <li>• Date of birth;</li> <li>• Physical appearance</li> <li>• Racial or ethnic origin of an individual</li> <li>• Physical or mental health or condition</li> <li>• Location of work or another place where a hostile situation occurs</li> <li>• Possession or ownership of vehicles including vehicle registration numbers or other items of plant, equipment or machinery</li> <li>• Video Recording</li> <li>• Sound recording</li> <li>• Photographic images</li> </ul> <p><b>Alleged Offenders</b></p> <ul style="list-style-type: none"> <li>• Name;</li> <li>• Address;</li> <li>• Date of birth;</li> <li>• Physical appearance</li> <li>• Racial or ethnic origin of an individual</li> <li>• Physical or mental health or condition</li> <li>• Act or alleged act by them of carrying out an offence</li> <li>• Location of work or another place where a hostile situation occurs</li> <li>• Possession or ownership of vehicles including vehicle registration numbers or other items of plant, equipment or machinery</li> <li>• Video Recording</li> <li>• Sound recording</li> <li>• Photographic images</li> </ul>
Categories of Data Subject	<p>The categories of Data Subject that will be processed by the Supplier in provision of the Services will be:</p> <ul style="list-style-type: none"> <li>• Permanent employees</li> <li>• Temporary employees</li> <li>• Long Term Fixed Contract employees</li> <li>• Short Term Interim employees</li> <li>• Volunteers</li> </ul>

	<ul style="list-style-type: none"> <li>• Minors</li> <li>• Members of the Public who have contacted the Buyer or who consume services</li> <li>• Members of the Public who may be suspected of committing a crime or offence</li> <li>• Business customers who have contacted the Buyer or who consume services</li> <li>• Business customers who may be suspected of committing a crime or offence</li> <li>• Business partner employees e.g. Woodland Trust</li> <li>• Incumbent IT suppliers</li> <li>• Other third party suppliers</li> <li>• Guests at Buyer locations</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>The Supplier must process Personal Data made available to it by the Buyer in accordance with retention periods specified by the Buyer in this Contract.</p> <p>Where it is necessary to destroy Personal Data in order to comply with Buyer instructions or as otherwise set out in the Contract unless required otherwise by law.</p> <p>The Supplier shall at all times comply with Buyer retention policies as notified to it.</p> <p>The Supplier shall comply with its obligations set out in Call Off Schedule 10 (Exit Management). The Buyer will be consulted by the Supplier at the end of the specified retention period to confirm whether Personal Data should continue to be retained or whether it should be destroyed.</p>