

## Data Protection

The Supplier will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this opportunity. 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 Supplier is authorised to do is listed in Annex A by the Contracting Authority and may not be determined by the Supplier.

### **Annex A: Processing, Personal Data and Data Subjects**

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

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

Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

(2) The contact details of the Supplier Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are: [TBC]

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

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

Description	Details
Subject matter of the processing	<p>The project will include 10 case studies.</p> <p>This contract will require the processing of personal information in regards to the identity and personal information of interview participants. All personal information must be anonymised prior to the provision of the responses to the Contracting Authority. There can be no personal information shared to the Contracting Authority, in line with UK GDPR regulations.</p> <p>The processing of names and business contact details of staff of both the Contracting Authority and Supplier will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the</p>

	<p>Contracting Authority and the Supplier involved in managing the Contract.</p> <p><b>The Supplier will need to confirm that they are UK GDPR or GDPR (if operating in the EEA) compliant</b> when submitting a bid. The contractor will provide interviewees with a privacy notice <b>before</b> participating to ensure they understand the nature of the research, how their data will be used and stored.</p>
Duration of the processing	<p>Processing will take place from 09/07/2021 for the Commencement of the Contract. The Contract will end on 03/09/2021.</p> <p>We expect the collection of case studies data to last from 19/07/2021 to 20/08/2021</p>
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, restriction, erasure or destruction of data.</p> <p><b>Where the Supplier conducts the interviews, the Supplier is responsible for ensuring that respondents give fully informed consent (“opt-in”) to take part in the research, and that they know what their data will be used for.</b></p> <p>The Supplier must <b>keep records</b> to evidence consent – who consented, when, how, and what they were told and ultimately make it easy for people to withdraw consent at any time they choose. This includes informing individuals of the right to withdraw consent.</p> <p>The supplier must erase all personal information where consent has not be attained to retain it, following the conclusion of the contract.</p> <p><b>The Supplier will need to seek permission to use the names of the organisations and to record quotes or excerpts.</b> The Supplier will also need to ask the interviewees to verify in writing that the statement provided represents their views. Processing will take place for the purposes of research.</p> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting</p>

	<p>Authority and the Supplier involved in managing the Contract.</p> <p>The Supplier will use the data collected during the interviews to prepare the case studies to be included in the final report. The report will be published, and a findings presentation will be used to disseminate key findings to a wider group of internal and external stakeholders.</p> <p><b>The Supplier does not have license to use or disseminate the data for purposes beyond this project.</b></p>
Type of Personal Data	<p>The personal data processed will include names, places of work, contact information, and positions of interview participants, or any information that may link their responses to their identities.</p> <p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Categories of Data Subject	<p>The individuals of whom the personal information will be processed will be employees or various projects and companies aligned with the research goals, those working for IRC processes. It will also include a number of consumers of these IRC processes.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within Contract management.</p>
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>The Supplier will be required to transfer the processed data obtained during the interviews to the Contracting Authority. This will need to be done via secure means, to ensure security of the information. The Supplier will need to facilitate the transfer of this information, as well as ensuring it's security.</p> <p>The Supplier will delete the Personal Data and erase the Personal Data from any computers, storage</p>

	<p>devices and storage media that are to be retained by the Supplier after the expiry of the Contract. The Supplier will certify to the Contracting 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>
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The nature of the service will require the Supplier to collect personal data directly from data subjects. The Supplier will use the agreed Contracting Authority privacy notice as instructed by the Contracting Authority

The Contracting Authority will be relying on consent as the relevant legal basis of processing. The Supplier will ensure that all communications requesting the provision on personal data allow for the data subject to provide clear, affirmative, informed, freely given and unambiguous consent, which requires a positive 'opt-in.' the Supplier will have mechanisms in place to ensure that consent is recorded and shown through an audit trail.