

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	Research to help inform the Low Pay Commission (LPC) about the impact of the National Living Wage and National Minimum Wage on businesses
Duration of the processing	March 2019 – December 2019 (10 months maximum)
Nature and purposes of the processing	<p>The nature of the processing might include: 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.</p> <p>The purpose is to investigate nature how businesses have coped with managing minimum wage increases.</p>
Type of Personal Data	Name, address, contact telephone number, date of birth, pay, job characteristics, business characteristics and personal characteristics
Categories of Data Subject	Dependent on the contracting authority.
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	The data will be retained for a year, contracting authority to determine how it will be returned or destroyed and what any physical evidence of destruction will be required.