

Annex J - DEFFORM 532

DEFFORM 532
Personal Data Particulars

DEFFORM 532
Edn 10/19

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This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by: MOD Abbey Wood South JES DT Yew 2a #1237 MOD Abbey wood Bristol BS34 8JH
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: Devonport Royal Dockyard Plymouth Devon PL1 4SG
Data Subjects	The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: Staff (including agents, temporary workers and volunteers), customers/client (and their agents), suppliers, members of the public (including registered visitors)
Categories of Data	The Personal Data to be processed under the Contract concern the following categories of data: Name, address, telephone number, email address, date of birth and other employment-related particulars that may be necessarily requested, obtained & processed in the legitimate interests of data subjects
Special Categories of data (if appropriate)	The Personal Data to be processed under the Contract concern the following Special Categories of data: For Babcock workers only: <input type="checkbox"/> Criminal convictions <input type="checkbox"/> Health/medical
Subject matter of the processing	The processing activities to be performed under the contract are as follows: Personal data will be processed in the legitimate interest of all data subjects in the course of their employment or interaction with the Contractor. The outcomes of which are deemed essential for the delivery of the contracted services.

Nature and the purposes of the Processing	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p>The nature of data processing will vary dependent on the particulars but may include;</p> <p>collection, recording, organisation, structuring, storage, adaptation or alteration (with consent), retrieval, consultation, use, disclosure by transmission,</p> <p>dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (by automated and manual processes)</p> <p>The purpose of data processing will include but not be limited to; employment processing (both prospective and current), statutory obligation, visitor registration and security vetting.</p>
Technical and organisational measures	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p>All PII processed by Babcock is done according to the requirements of Babcock's Data Protection Policy which sets out the commitment to apply with all Data Protection Laws and describes how Babcock employees or contractors will handle Personal information. Babcock DST processes PII on systems which are certified to ISO27001, and have robust user access controls and an Acceptable Use Policy which is agreed to by all users. All users of Babcock IT are cleared to BPSS as minimum. All Babcock systems are closed systems, and the activity including telephony, is monitored on a 24 hour basis by an internal Systems Operations Centre. Information on Babcock IT systems can be securely deleted, and all hardware is securely disposed of according to content and classification.</p>
Instructions for disposal of Personal Data	<p>The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract):</p> <p>Personal data will only be retained for the period of time required from operational and legislative perspective, the following provides indicative timeframes for the personal data collected from data subjects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff = 7 years post employment <input type="checkbox"/> Customer/client =7 Years (Contractual Requirement) <input type="checkbox"/> Suppliers = 7 Years (Contractual Requirement) <input type="checkbox"/> Members of the public (including visitors) = 60 days (Subject to additional contractual or security requirements.)
Date from which Personal Data is to be processed	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: From Contract Award as required.</p>

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.