

## 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	EEN Scale up pilot evaluation
Duration of the processing	Contract Start Date: 12 <sup>th</sup> December 2018 Contract End Date: 29 <sup>th</sup> March 2019
Nature and purposes of the processing	<p>The nature of the processing means any operation such as 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 might include: employment processing, statutory obligation, recruitment assessment etc</p>
Type of Personal Data	Disclosed Data will include contact names, addresses, phone numbers, email addresses and other details of individuals provided and includes any personal data disclosed in finance forms used in the application process;
Categories of Data Subject	Applicants to any Innovate UK competitions or related institutions
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	Data may be retained for a period of up to 3 years following the end of the contract for the sole purpose of any ongoing evaluation activity. Data is then to be returned to Innovate UK as appropriate, or securely destroyed with evidence of destruction provided.