

## 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 the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are: (dataprotection@ukri.org)
2. The contact details of the Suppliers Data Protection Officer are: [Insert Contact details]
3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	Data processing to facilitate the delivery of a five-day residential interactive Innovation Lab event taking place in September 2023.
Duration of the processing	April 2023 to December 2023
Nature and purposes of the processing	The collection, storage, analysis and deletion of personal data as required to facilitate the event and subsequent evaluations and / or support.
Types of Personal Data	Name, contact details, organisation / affiliation, job title, views and opinions on the relevant subject matter.
Categories of Data Subject	Members of the research and innovation community
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	All data to be deleted or returned to UKRI at the end of the contract
Controls in place to prevent further use of the data	As per UK data protection law and the provisions of the contract