

**Annex 1: Processing, Personal Data and Data Subjects**

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

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 Suppliers 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 1.

Description	Details
Subject matter of the processing	Contact details of stakeholders to be consulted in completing the work set out in Work Package 2,3,4, and 5
Duration of the processing	Processing will take place from the start date of the Contract, for the duration of the Contract. The Contract will end no later than Tuesday, 31 <sup>st</sup> January 2023
Nature and purposes of the processing	The nature of the processing will include collection, storage and retrieval for use only for the purposes of communicating with stakeholders.
Type of Personal Data	Name, organisation, role, telephone number, email address of stakeholders.  Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor 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 Authority and the Contractor involved in managing the Contract.
Categories of Data Subject	Stakeholders involved in the delivery of relevant project work packages.  Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.
Plan for return and destruction of the data once the processing is complete	The Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after

<p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p> <p>All Contracts should also include the following text in this box:</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 Invitation to Tender.</p>
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