

Schedule 17

Processing, Personal Data and Data Subjects

Part A - Processing, Personal Data and Data Subjects

This Data Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Data Schedule shall be with the Authority at its absolute discretion.

1. The contact details of the Authority's Data Protection Officer are:

REDACTED- Data Protection Officer

DWP Data Protection Team
Benton Park View 5
Mail Handling Site A
Wolverhampton
WV98 1ZX

data.protectionofficer@dwp.gsi.gov.uk

2. The contact details of the Contractor's Data Protection Officer are:

REDACTED - Head of Assurance – **REDACTED** -**REDACTED**.

3. The Contractor shall comply with any further written instructions from the Authority with respect to Processing.

4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause 1.1 except as detailed in Part B of this Data Schedule.
Subject matter of the Processing	To deliver employment services to customers referred from JCP who may or may not be claiming a benefit and may also be in work as well as looking to become Self Employed.
Duration of the Processing	New Enterprise Allowance mentoring Services. The last date for a referral is the 31 March 2019. The maximum NEA Phase 2 Allotted Time period for a New Business Start (NBS) participant is 92 weeks' This is made up of: <ul style="list-style-type: none">• Referral - 2 weeks,• Mentor phase – up to 12 weeks,• Business development phase – up to 13 weeks,• Post trading – up to 52 weeks, and

	<ul style="list-style-type: none"> • A period of up to 13 weeks to account for sickness during trading (during the first 26 weeks of trading). <p>So the date for delivery of the services will be 31 December 2020.</p> <p>A provider can claim a payment for a Universal Credit Existing Self-employed (UCESE) participants until the 8/7/2020 and for NBS the last payment claim is the 6/2/2021.</p> <p>The document retention date relating to ESF is the 31/12/2026.</p>
Nature and purposes of the Processing	<p>The purpose of the processing is for customer data to be referred to New Enterprise Allowance Phase 2 from JCP through the government gateway on the prap system securely. It then has to be transferred to the Providers system so the advisers in each branch can view the data. During the programme the customer data is updated and when outcomes are due the data needs to be transferred to prap from the Providers system so that DWP get performance measures to inform the payments to the Provider.</p>
Type of Personal Data being Processed	<p>Personal Data which identifies individuals (including name, address, date of birth, NI number, and further information which relates to their health and/or disability (i.e. Special Category Data).</p> <p>PII Data:</p> <p>Title, First Name, Surname, National Insurance Number, Telephone Number, Other Telephone Number, Email, Address, Post Code, Date of Birth, Gender, Religion, Disability, Ethnicity, Sexual Orientation, Qualifications, Marital Status, Criminal Convictions, ID check</p> <p>Other Data Stored:</p> <p>Safeguard Measures, Barriers to Work, Emergency Contact Details, Job Goals / Aspirations, Reading/Writing/Numeracy, Benefit Status, Full / part time employment (hours looking for), Car driver, Correspondence Language and Preferred Method of Contact, Veterans / Armed forces, Hold a bank account, Dependants / Caring responsibilities,</p>

	<p>Support History, Dependencies / Addictions / Medications, UK Resident / Eligibility to Work in UK, Reasonable Adjustments, Methods of Transport, Payslips and Trading Invoices</p> <p>Output Stored During Customer Journey:</p> <p>Letters, Tell Us What You Think Customer Feedback forms, Welcome Pack Declaration, Consent Form/s, 3rd Party Consent Form, Media Consent Form, Action Plan, Work Place Plan, Exit Report, CV, Health and Safety Forms, Job Entry - Self Employment Declaration, Self - Employment evidence, DWP Mandated Letters and Forms, In-Work Support Validation Emails, Email responses between the Provider and Customer or Employer</p>
<p>Categories of Data Subject</p>	<p>The Services will be provided to UK Citizens as referred by DWP and Third Party Provision.</p>
<p>Plan for return and destruction of the data once the Processing is complete UNLESS there is a requirement under union or member state law to preserve that type of data</p>	<p>Retention timescales agreed in contract between DWP and the Provider for operational paper and electronic records.</p> <p>At end of contract, custodianship of records in the Providers possession would pass to or be securely transferred to any subsequent provider or DWP.</p>

ANNEX B – DATA CONTROLLER

PART 1

The Authority shall be the Controller of:

Any Personal Data and Special Category Personal Data relating to the Contract that it collects and transfers to the Contractor. The Authority is also Data Controller for any sets of Personal Data and Special Category Personal Data which it prescribes the Contractor shall process pursuant to the Contract.

PART 2

The Contractor shall be the Controller of:

Any sets of Personal Data and Special Category Personal Data which the Contractor processes pursuant to or in connection with the Contract, of which the contents are not specifically prescribed by the Authority.