

PS21223 Annex A - Schedule of Processing, Personal Data and Data Subjects – Lots 1 & 2

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	Contact details for a range of SMEs from academia and industry.
Duration of the processing	<p>The contract will run from Jan 2022 – March 2022. The contractor will be allowed until April 2022 to complete processing requirements (see below).</p> <p>The Authority will then store the data for 2 years.</p>
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 This project requires rapid provision of broad subject matter expertise to help elicit knowledge of the emerging technology ecosystem.</p> <p>Contractors will need to provide access to said experts and will therefore need to collect, store and share some personal data with the Authority to allow the Authority to contact experts during and after the project. Data protection/ UK GDPR will be considered at point of collection by the data processor. Contractors will need to provide a privacy notice to SMEs before collecting and storing their data.</p> <p>This work is being outsourced as the Authority needs to rapidly exploit the broad S & T networks that are available via contractors.</p>

	<p>Data should be stored in line with UK GDPR. Only individuals working specifically on the project should have access to the data. No personal data should be shared externally with third parties. The service provider should NOT produce any hard copies of the data.</p>
Type of Personal Data	Name, email, telephone, professional credentials
Categories of Data Subject	Service provider employees and third parties from academia and industry