Personal Data Particulars

DEFFORM 532
Edn 10/19

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by: Multi Helicopter Platforms Delivery Team ██████████
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: *[insert address(es) and contact details]*
Data Subjects	The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: Employees of the contractor, Military personnel, Visitors to the contractor involved the project.
Categories of Data	The Personal Data to be processed under the Contract concern the following categories of data: *[please specify]* First Name, Last Name, Title/Rank, email address, stakeholder details, Company financial and Banking Tax details. Training Records
Special Categories of data (if appropriate)	The Personal Data to be processed under the Contract concern the following Special Categories of data: Not Applicable
Subject matter of the processing	The processing activities to be performed under the contract are as follows: First name, last name and emails of internal/external resources. Resources signing documents approvals. Referring to names in tasks, project documentation, project updates. Name, contact details, organisation, main office location. Role Tally. Company financial and Banking tax details. Training details
Nature and the purposes of the Processing	The Personal Data to be processed under the Contract will be processed as follows: In administration, Business Management, Engineering, Safety, Security and Training.

Technical and organisational measures	The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: The Authority will require the tendered to provide evidence of Cyber Essentials Plus or equivalent as per DEF-STAN 05-138 and in line with DEFCON 582.
Instructions for disposal of Personal Data	The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract): *[please specify]* Personal Data is to be retained for 7 years or when the contract ceases, which ever is first. All personal Data is to be destroyed by Contractor and is to notify the Authority, in the form of a letter, of the destruction.
Date from which Personal Data is to be processed	Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: Not Applicable

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.