Personal Data Particulars

DEFFORM 532
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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: *The Joint Electronic Warfare Operational Support Centre (JEWOSC), RAF Waddington, Lincoln LN5 9NB.* *Point of Contact: The Project Manager*
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: *[Subject to tender response: this may be within the Joint Electronic Warfare Operational Support Centre, RAF Waddington and/or a Contractor address]*
Data Subjects	The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: *JEWOSC personnel undergoing training*
Categories of Data	The Personal Data to be processed under the Contract concerns the following categories of data: *Name, work address, work telephone number*
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: *The Contractor shall undertake training activities in accordance with Schedule 2.1 Statement of Requirements Service Requirement 2.2 (Training). This will involve assessment and baselining of Authority personnel working in the JEWOSC to determine their level of skill and competency. The Contractor will be required to monitor the individual and record training pass rates under KPI 1.3 (Nominated Training Course(s) Pass Rates).*

Nature and the purposes of the Processing	The Personal Data to be processed under the Contract will be processed as follows: *For the purposes of increasing the skills and competency of JEWOSC personnel, the Contractor will undertake collection, recording, organisation, storage, use, and potential disclosure of the individual's assessed skills level and training requirement.*
Technical and organisational measures	The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: *The Contractor will be provided with MOD laptops following signature of a Confidentiality Agreement and will be subject to contract Schedule 2.4 (Security Management), and the assessed Cyber Risk level.* *Authorised Contractor personnel shall be given access to the Authority's Training and Finance Management Information System (TAFMIS) and access to the individual's details. Access shall be restricted to specific personnel.*
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): *Data will be held for the duration of the individual's employment in the JEWOSC and will be destroyed should the individual cease to work in the JEWOSC.*
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:

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