

### **Annex A - General Data Protection Regulations (GDPR)**

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 the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are: [dataprotection@ukri.org](mailto:dataprotection@ukri.org)
2. The contact details of the Suppliers Data Protection Officer are: TBC
3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	During the course of the project, the personal data of Principal Investigators (PIs) of ESRC-led grants funded through the UKRI COVID Rolling call. This information will be processed to facilitate an evaluation of the impact of COVID 19 on methodological innovation in the call.
Duration of the processing	Processing will take place from Wednesday 8 <sup>th</sup> December 2021 for the duration of the contract. The contract will end Friday 22 <sup>nd</sup> April 2022 but may be subject to a period of extension.
Nature and purposes of the processing	<p>The grant details for successful ESRC-led grants funded through the UKRI COVID Rolling call will be shared with the successful bidder to facilitate communication between the successful bidder and the data subjects in order for the successful bidder to engage in the contracted evaluation activity. The information will also assist the contractor with their planning and preparation.</p> <p>All of the information, except for the e-mail addresses is already available on Gateway to Research. The e-mail addresses are also already available on investigators' individual webpages.</p>
Type of Personal Data	ESRC will share PI name, PI research organisation, PI e-mail address as well as grant information such as research summary; start and ends dates.

	<p>Additionally PI telephone number and PI work address may be processed to complete the follow-up interviews. Interviews may also be recorded and transcribed.</p>
Categories of Data Subject	Principal Investigators (PIs) of ESRC-led grants funded through the UKRI COVID Rolling call.
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>All data compiled by the supplier relating to the project will be destroyed upon acceptance of a final report by UKRI. Some personal information may be contained within the report submitted to UKRI. This report will be retained in line with UKRI's standard retention policy.</p> <p>UKRI reserves the right to publish parts or all of the report. Survey and interview participants will be made aware of this before agreeing to participate in the project. The successful bidder will be required to get written consent from participants and will share this with ESRC.</p> <p>The successful bidder 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 successful bidder after the expiry of the Contract. The successful bidder will e-mail ESRC to confirm they have completed such deletion.</p>