**Processing, Personal Data and Data Subjects**

1. The Supplier shall comply with any further written instructions with respect to processing by the Customer.
2. Any such further instructions shall be incorporated in this schedule.

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| **Description**  | **Details**  |
| Subject matter of the processing  | The procurment of initial and recertification Personal Track Safety (PTS) competency assessment courses for those ORR staff (and others) who need to hold a PTS competence to maintain ORR’s regulatory and enforcing operational effectiveness. |
| Duration of the processing  | For the duration of the contract period (3 years) |
| Nature and purposes of the processing  | Attaining and renewing Personal Track Safety (PTS) competency, via the attendance on PTS assessment courses, is a mandatory requirement for gaining access to Britain’s mainline railway infrastructure.While ORR’s health and safety warrant-holders, can legitimately used their health and safety warrants, as issued to them Section 19(2) of the Health and Safety at Work etc. Act 1974, to acess Britain’s mainline railway, ORR has taken an operational policy decision to also follow Britain’s mainline railway competency manage system, as regards the holding of PTSs.The results of PTS assessments are uploaded to and will remain on the Sentinel competency management sytem, until such time as ORR, as the candidates Sentinel Primary Sponsor, decides to amend, transfer to delete the Sentinel entry. |
| Type of Personal Data  | Name, date of birth, name of their employer, the ORR-generated dummy National Insurance number, unique Sentinel number, medical details, including controls in place to manage risk associated with medical and age-related conditions, and in some instances a personal mobile number and Next of Kin details. |
| Categories of Data Subject  | ORR staff, and in a few instances, clients of the Office of Rail and Road. |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data  | For the duration of the preparation for, assessment and confirmation of the result of the Personal Track Safety (PTS) assessment. The resultant data will be uploaded to and will remain on the Sentinel competency management sytem (or such other system that ORR may introduce), until such time as ORR, as the candidates Sentinel Primary Sponsor, decides to amend, transfer to delete the Sentinel entry. Any data held by the supplier after its been uploaded to Sentinel (or such other system that ORR may introduce) must be returned to ORR or destroyed. |