



CONTINGENCY RESPONSE PROGRAMME

Schedule 14 – Data Protection Schedule

Data Protection Schedule

This Schedule 14 sets out the data processing particulars.

The contact details of the data protection officers (if required by law) for each of the *Client* and each *Alliance Member* are as follows:

Party	Name	Email address	Telephone no.
<i>Client</i>	To be confirmed in writing by the <i>Client</i> to each <i>Alliance Member</i> as soon as reasonably practicable after the <i>FAC-1 Contract Commencement Date</i>		
<i>Each Alliance Member</i>	To be confirmed in writing by each <i>Alliance Member</i> to the <i>Client</i> as soon as reasonably practicable after the <i>FAC-1 Contract Commencement Date</i>		

Without prejudice to the generality of *Special Term 23* and this Schedule 14:

- each *Alliance Member* shall comply with any further written instructions from the *Client* / Data Controller in connection with the Processing of any Personal Data in relation to the *FAC-1 Contract*; and
- any such further instruction shall be deemed to be automatically incorporated into this Schedule 14 as from the date of any such instruction.
- Each *Alliance Member* will be subject to a full DPIA carried out to identify and minimise any privacy risks

Description	Details
Identity of the Controller and Processor	The Parties acknowledge and agree that, for the purpose of the Data Protection Laws and <i>Special Term 23</i> of the <i>FAC-1 Contract</i> : • the <i>Client</i> is the Data Controller; and • the <i>Alliance Member</i> is the Data Processor for the Personal Data which it Processes.
Permitted Purpose	Each <i>Alliance Member</i> shall be permitted to Process the Personal Data solely to the extent required to allow that <i>Alliance Member</i> to provide the <i>Works and/or Services</i> in accordance with the <i>FAC-1 Contract</i> (and/or where such Processing is a reasonably incidental requirement of so providing the <i>Works and/or Services</i>).
Duration of the Processing	Unless otherwise expressly agreed by the <i>Client</i> in writing, the duration of the processing shall conclude on the <i>End of Liability Date</i> .
Nature of the Processing	The nature of the Processing means any operations including the collection, recording, organisation, structuring, storage, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, erasure, destruction of Personal Data (whether or not by automated means) are limited to the performance of the relevant <i>Alliance Member's</i> obligations under and in accordance with the terms of the <i>FAC-1 Contract</i> .

Type of Personal Data	These are as follows: • full name; • occupation; • workplace / home address; • workplace / home telephone number; • date of birth; • place of birth; • age; • nationality; • next of kin and emergency contact details; • email address; • national insurance number; • tax code; • salary or remuneration; • photographic facial image; • contract type; • start date, end date and any reason(s) for early termination; • curriculum vitae; • passport and driving licence details; • visa details; • right to work documentation; • hours worked and records of absence / annual leave; • details of physical and psychological health of medical conditions; • information about investigations and criminal proceedings; • equalities monitoring information (age, disability, gender, sexual orientation, race, religion belief and ethnicity); and • voice recordings from calls.
Categories of Data Subject	These are: • an Alliance Member's agents / staff and subcontractors or suppliers of any type; and • any user of the services of any type (if required by Applicable Law).
Plan for return and destruction of the Personal Data once the processing is complete	The Personal Data will be retained until the End of Liability Date. Each Alliance Member will ensure that there is an effective policy to control access to computerised data and to prevent unauthorised access at all times. On termination of the FAC-1 Contract, all relevant documentation and records will be transferred back to the <i>Client</i> or to any new provider of the

	services, which is applicable. Any such transfer of these records will be conducted in accordance with the requirements of the Data Protection Laws. Notwithstanding the above, each <i>Alliance Member</i> shall either return or destroy the Personal Data upon the expiration of the <i>period for retention</i> at the <i>Client's</i> election (unless otherwise advised by the <i>Client</i>).
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