

## Annex A - Schedule of Processing, Personal Data and Data Subjects

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 a subject of a formal amendment to this Contract.

Description	Details
Subject matter of the processing	Processing the personal data of company Directors in order to understand the diversity of people running businesses, and the performance of those businesses, in aggregate.
Duration of the processing	The processing will take place for the duration of the contract. Therefore, between the commencement date of the contract (no earlier than 15 <sup>th</sup> December 2021) and the end of the contract (no later than 31 March 2022).
Nature and purposes of the processing	<p>This contract will require processing the personal data of company Directors in order to assign gender and ethnicity to these Directors, for the purpose of creating categories of businesses (for example “female led businesses” and “Chinese led businesses”).</p> <p>The data will need to be securely processed at the level of the individual before it can be aggregated up for use at a non-disclosive level.</p> <p>Context: The Public Sector Equality Duty (PSED) places us under a legal obligation to have due regard to people with protected characteristics when planning, implementing, and reviewing policies and making decisions.</p> <p>One of the three aims of the PSED is to “advance equality of opportunity between people who share a protected characteristic and people who do not”.</p> <p>An internal data review has identified that government would benefit from additional evidence to enable us to consider the outcomes for ethnic minority-led businesses in the UK, as well as for female-led businesses, in developing policy.</p> <p>We believe that there is a substantial public interest in producing research and statistics on this topic, and that a legal basis for processing special category data exists.</p> <p>In order to perform this task, personal data about Directors that is on the public record would need to be processed in order to create new personal data.</p>

	While the data would need to be processed at the individual level by the contractor, the results would only be shared and used at an aggregate and non-disclosive level.
Type of Personal Data	<p>The personal data likely to be used as in input will include name, age, nationality, and "Mr/Mrs/Ms".</p> <p>The created personal data will include gender and ethnicity/nationality category.</p>
Categories of Data Subject	Company Directors
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	The personal data should be retained for 6 months in case of queries on the methodology and then securely deleted from electronic servers.