

Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects

Description	Details
Subject matter of the processing	<p><i>[This should be a high level, short description of what the processing is about i.e. its subject matter]</i></p> <p>CCS will be accessing data owned, maintained, stored and managed by the successful supplier for the purposes of carrying out marketing activities to wider public sector organisations.</p> <p>For the purposes of managing the contract, CCS and the successful supplier will exchange and store contact details for the relevant employees at each side.</p>
Duration of the processing	<p><i>[Clearly set out the duration of the processing including dates]</i></p> <p>26 September 2018 – 25 September 2019 with potential one year extension until 25 September 2020.</p> <p>For the duration of the contract data will be exchanged between CCS and successful supplier for the purposes of cleansing and maintaining data, managing marketing campaigns and managing requests to unsubscribe.</p>
Nature and purposes of the processing	<p><i>[Please be as specific as possible, but make sure that you cover all intended purposes.]</i></p> <p><i>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc)</i></p> <p><i>The purpose might include e.g.: employment processing, statutory obligation, recruitment assessment etc]</i></p> <p>CCS will be accessing data owned, maintained, stored and managed by the successful supplier for the purposes of carrying out marketing activities to wider public sector organisations.</p> <p>The successful supplier will be responsible for ensuring the data is handled in a GDPR compliant manner for the duration of the contract.</p> <p>CCS operates under public task and will be accessing name, job title, organisation, email address and telephone number data for employees of public sector organisations. This type of data is not classed as personal data but will still be accessed, collected, stored and managed in a GDPR compliant way.</p> <p>For the purposes of managing the contract, CCS and the successful supplier will exchange and store contact details for the relevant employees at each side.</p>
Type of Personal Data	<p><i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc]</i></p>

	<p>All data relates to public sector employees in a professional work capacity which is not classed as personal data. Data fields we will access, collect and process will be name, job title, organisation, telephone number and email.</p> <p>For the purposes of managing the contract, CCS and the successful supplier will exchange and store contact details for the relevant employees at each side. This will be name, job title, organisation, telephone number and email.</p>
Categories of Data Subject	<p><i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc]</i></p> <p>Data subjects are public sector employees.</p> <p>For the purposes of managing the contract, data subjects will be staff at CCS and staff at the successful supplier.</p>
Plan for return or destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p><i>Describe how long the data will be retained for, how it be returned or destroyed</i></p> <p>All data will be owned, maintained and managed by the successful supplier CCS contracts with.</p> <p>CCS will only process data for contacts that respond positively to our marketing activities and express a wish to be contacted by CCS. At this point that data will come into CCS ownership and will be processed, stored and managed according to CCS' GDPR compliant processes.</p>