

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	<p>Processing of personal data is needed in order to ensure that the Supplier can effectively deliver its contract to provide a public dialogue on the topic of healthy environment. The Supplier in this scenario is the Data Controller.</p> <p>The processing of names and business contact details of staff of the Contracting Authority and of the Supplier will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management. Names and business contact details of staff within the Natural Environment Research Council (NERC) or other UKRI Research Councils are also necessary for the same purposes.</p> <p>The Contract itself will include the names and business contact details of staff of the Contracting Authority and the Supplier involved in managing the Contract.</p>
Duration of the processing	Data will be processed between 30 October 2020 and 30 June 2021, the duration of the Supplier's contract.
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, storage, retrieval, use, erasure. The purpose of the processing is to enable fulfilment of the Supplier's contract.</p> <p>The Public Engagement Team commissions a number of public dialogues every year, commissioning suppliers to conduct research involving members of the public in deliberative dialogue about emerging science and technology, in this case on the topic of Healthy Environment. We are running this in partnership with the NERC Public Engagement Team and NERC healthy environment Programme Managers.</p>

	<p>The dialogue itself will include members of the public. Information about their location, age, gender, ethnicity, socio-economic status and other demographic characteristics will be used for sampling criteria, and details such as name, email addresses and phone numbers may be used for involvement in online dialogue events. Data generated in the dialogues (e.g. qualitative data) may also contain personal information. This personal data is being sourced from outside UKRI and therefore the Supplier shall own that data. If these personal data are shared with UKRI (e.g. raw data or interview quotes in final reports) then the Supplier will need to document their lawful basis in order to process this information and have also received consent from the individuals concerned that would allow them to share their personal data.</p> <p>Processing takes place for the purposes of research and dissemination of research conclusions.</p>
Type of Personal Data	<p>For NERC/ UKRI employees: Names, business email addresses, business telephone numbers, office location and employment position.</p> <p>For public participants: Location, age, gender, ethnicity, socio-economic status and other demographic characteristics, and details such as name, email addresses and phone numbers. Data generated in the dialogues (e.g. qualitative data) may also contain personal information</p>
Categories of Data Subject	<ul style="list-style-type: none"> • Staff of the Contracting Authority Staff of the Natural Environment Research Council, including where those employees are named within the Contract itself or involved within Contract management. • Members of the public
Plan for return and destruction of the data once the processing is complete UNLESS	<p>All personal data to be destroyed/ securely disposed of at the end of the contract.</p>

requirement under union or member state law to preserve that type of data	Where Personal Data is contained within the Contract documentation, this will be retained in line with the Department's privacy notice found within the Procurement Documents.
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