

## 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	The contractor will be provided with contact details for staff and stakeholders and with details of some UKRI grant holders.
Duration of the processing	Length of the contract
Nature and purposes of the processing	<p>The contractor will be required to store this information and use it to arrange interviews and may also need it to process and analyse responses.</p> <p>The supplier will not be requesting or capturing further personal data. The report produced by the supplier will not contain any personal data.</p>
Type of Personal Data	<p>Names, contact details (email and/or phone number)</p> <p>The work will not ask questions about, or capture any information that could be considered "special category data".</p>
Categories of Data Subject	UKRI Staff, UKRI funded grantholders, Civil Servants
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	Data to be retained for the length of the contract and then destroyed.