

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

This Schedule shall be completed by the Contracting Authority, who may take account of the view of the Supplier, however the final decision as to the content of this Schedule shall be with the Contracting Authority at its absolute discretion

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 the subject of a formal amendment to this Contract.

1. The contact details of Contracting Authority Data Protection Officer are: Patrick Jarvis (Patrick.jarvis@innovateuk.ukri.org)]
2. The contact details of the Suppliers Data Protection Officer are: [Insert Contact details]
3. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	The processing might be needed in order to fulfil competition winner prizes or invites to events.
Duration of the processing	1 Jan 2019 – 31 Dec 2021.
Nature and purposes of the processing	User will enter their data via ukri.org and accept our privacy policy  Data will be held on Innovate UK systems which are already recognised as GDPR compliant  Should any fulfilment of prizes / event invitations etc be required by the supplier, data will be shared via a secure method.
Type of Personal Data	Name and email address
Categories of Data Subject	Members of the public
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 shared with the supplier will be deleted after use.

## GDPR Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below.

Note: the Contracting Authority also reserves the right to amend or increase these frequencies, as it deems necessary to secure assurance with regards to compliance. The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the needs of the GDPR Act due to the implications of a breach.

The Supplier shall complete and return the questionnaire to the contact named in the Contract on the anniversary of the commencement of the Contract.

The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire at any time, shall be at the Suppliers cost to do so and will not be reimbursable.



GDPR Assurance  
Questionnaire May1

(1)The Supplier acknowledges that for the purposes of the Data Protection Legislation, the Contracting Authority shall be the Data Controller of the information listed in Annex A and the Supplier shall be the Data Processor of this data. The Supplier acknowledges that for the purposes of the Data Protection Legislation it shall be the Controller of the information listed in Annex 2.

(1) Where the Supplier is the Data Controller, it shall comply with the Data Controller obligations specified in Data Protection Legislation and shall implement appropriate technical and organisational measures to ensure and be able to demonstrate that processing is performed in accordance with the GDPR.

The Supplier shall be the Data Controller of:

### Annex 2

The supplier will be the data controller for the personal data they collect during each campaign and will be responsible for processing the data in accordance with GDPR
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- (2) Notwithstanding the general obligations in clauses (1 to 3)
- (3) For the avoidance of doubt this clause shall require Supplier to ensure that this Contract from its Commencement shall be performed in such a way so as to be compliant with any existing Data Protection Act and will meet the requirements of the GDPR.