FUTURE SERVICE DELIVERY CONTRACT

SCHEDULE 2.6

DATA

DATA

Data Controller	The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by: The Ministry of Defence and Business Services (DBS). The DBS Senior Information Risk Owner [redacted].
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: **Pre-Transformation:** See Schedule 11.1 Sites. **Post Transformation** See Schedule 11.1 Sites. The SSCL - FSDC Managing Director, [redacted], will be the contact.
Data Subjects	The Personal Data to be processed under this Agreement concern the following Data Subjects or categories of Data Subjects: Ministry of Defence Personnel (including serving and historic members of the Armed Forces, the Reserve Forces, Cadet Force Adult Volunteers and Veterans) both living and deceased who are/were full time or part time. Family members, next-of-kin, emergency contacts and dependants of Military Personnel. Individuals involved in the support of the Military Personnel and Veterans business, including foreign and civilian personnel. Individuals with compensation and pension entitlement, and their beneficiaries and welfare subjects. Individuals subject to a medals award and war casualty recovery and/or burial.
Categories of Data	The Personal Data to be processed under this Agreement concern the following categories of data:

	All information, held compliantly with legislation and policy, relating to the Data Subject's personal payment and administration, pension, compensation, personal information, veterans and welfare processes and career history including: • title, first names and surname; • address (military and personal); • telephone number (military and personal); • medical records; and • salary (historic and current).
Special Categories of data (if appropriate)	The Personal Data to be processed under this Agreement concern the following Special Categories of data: • ethnic origin; • religion; and • health.
Subject matter of the processing	The processing activities to be performed under this Agreement are as follows: • payment of salary, allowances and expenses to Service Personnel; • compliance with Government legislation for the collection of tax and NI; • financial management and planning (both the DBS Mil Pers and the Authority's pay budget); • manpower planning for both operations and peace time establishments; • career management (both by line managers and single service career managers); • unit HR administration support; • discipline recording and award debt recovery; • training; • mobilisation; • payment of Service Personnel nominated charities and service associations; • Service Personnel record issue resolution (through the 'Joint Personnel Administration (JPA) Enquiry Centre'); • the 'Joint Casualty and Compassionate Cell' (JCCC) service; • eligibility to medal awards (from the individual's record of service); • eligibility to pension or compensation awards (from the individual's record of service); • attendance/training of volunteers including (the 'Cadet Force Adult Volunteers' and the forces reserve elements); • payment of pension and compensation lump sum awards; • the provision of a full Record of the individual's service; • the provision of a personnel administration and pay personnel management information system;

	• the provision of data to the obfuscation process to enable non-live (masked) data to be provided for testing and development environments to ensure legislative compliance and system enhancements; • back-up for business continuity and disaster recovery (automated process); • data transference between JPA and authorised MOD agencies through the JPA hub and a mass data download for the Defence Analytical Services Agency; • checking MOD personnel are legally entitled to work in the UK and to provide security clearance appropriate for their role; • paying MOD personnel and, salary, pension, claims and expenses, deducting tax and National Insurance contributions, providing employment-related benefits to MOD personnel including: occupational sick, adoption, maternity, paternity, shared parental and annual leave and pay, pension, housing, advances of salary; • business management and planning, including accounting and auditing; • conducting performance reviews, managing performance and determining performance requirements; • making decisions about salary reviews and compensation; • assessing qualifications for a particular job or task, including decisions about promotions; • gathering evidence and any other steps relating to possible grievance or disciplinary matters and associated hearings; • making decisions about continued employment or engagement; • making arrangements for the termination of working relationships; • education, training and development requirements; • dealing with legal disputes involving MOD personnel, or other employees, workers and contractors, including accidents at work; • ascertaining fitness to work, managing sickness absence; • complying with health and safety obligations; • to prevent fraud; • to monitor MOD personnel business and personal use of MOD information and communication systems to ensure compliance with our IT policies; • to ensure network and information security, including preventing unauthorised access to MOD computer and electronic communications systems and preventing malicious software distribution; • to provide and administer security and intelligence matters; • to conduct data analytics studies to review and better understand employee retention and attrition rates; • equal opportunities monitoring; • dealing with Freedom of Information Act/Environmental

	Information Regulations requests; • to maintain MOD records and information or databanks; • provide health services, general welfare; and • to be used for research.
Nature and the purposes of the Processing	The nature of the processing consists of: Collection, recording, organisation, structuring, storage, administration, retrieval, dissemination or otherwise making available, alignment or combination for reporting, restriction, erasure or destruction of data (on authorisation of the Data Controller). The purpose of the processing is so the processing activities as outlined in the 'Subject Matter of the Processing' section above can be performed.
Technical and organisational measures	[redacted] As Data Processor, Data Protection Impact Assessments (DPIA) will be drafted to provide understanding of risks to the interests of the Data Subjects, for review and approval by MOD, the Data Controller. Data Asset Registers will be created and maintained for the Services in scope of this agreement, together with Records of Processing to monitor compliance with Data Protection Legislation. The Lawful Basis of Processing, Purpose and Duration of Processing will be determined by the MoD and shared with the Data Processor through these Data Asset Registers and Records of Processing.

Instructions for disposal of Personal Data	The disposal instructions for the Personal Data to be processed under this Agreement are as follows (where disposal instructions are available at the commencement of this Agreement): When no longer necessary for the purpose for which it is being processed, the Personal Data shall (at the discretion and direction of the Authority) either be returned to the Authority or deleted, in accordance with the MOD's retention periods. Such retention periods and guidance for disposal shall be as outlined in: DBS Retention and Disposal Schedule, FDSC Schedule 2.1, JSP 440, Defence Manual of Security Leaflet 9 - Classification Policy and JSP 441 – Managing Information in Defence –Part 1 Paras 50 - 55 Disposing of Records.
Date from which Personal Data is to be processed.	Where the date from which the Personal Data will be processed is different from the Effective Date this should be specified here: Operational Services Commencement Date