

SCHEDULE 18

Processing Personal Data

The capitalised terms used in this Schedule 18 shall, unless defined in Schedule 1 (Definitions), have the same meanings as in the General Data Protection Regulations.

"Data Controller"	<p>The Data Controller is the Authority.</p> <p>The Personal Data will be provided by:</p> <p>Redacted under FOIA Section 40(2), Personal Information</p> <p>Defence Marine Services Room 221, No 24 Store Building 1/117 PP27, HM Naval Base Portsmouth PO1 3LT</p>
"Data Processor"	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at:</p> <p>Data controller: Serco Limited Registration reference: Z5746980 Date registered: 13 September 2001 Registration expires: 12 September 2025 Address: Serco House, 16 Bartley Wood Business Park, Bartley Way Hook, Hampshire, RG27 9UY. Data Protection Officer: Redacted under FOIA Section 40(2), Personal Information</p>
"Data Subjects"	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p>Personnel of the Authority and the Contractor.</p>
"Categories of Data"	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p>In relation to Schedule 6 (Governance and Management Information, Reports, Records and Audit) services: Names, contact details of personnel – including professional email address, job title, rank and branch for military personnel, and calendar appointments of personnel.</p> <p>It is noted that: no personal data relating to the embarkation of personnel or civilians onto Vessels for the committal of ashes or Authority-sponsored visits (as described in the Statement of Requirement) are intended to be shared with the Contractor. The Contractor will only be provided with confirmation of the number of passengers for souls on board purposes.</p>
"Special Categories of data (if appropriate)"	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data:</p>

	No Special Categories of data shall be processed under the Contract.
"Subject matter of the processing"	<p>The processing activities to be performed under the Contract are as follows:</p> <p>Processing of personal data for the purposes of Schedule 6 (Governance and Management Information, Reports, Records and Audit) services.</p>
"Nature and the purposes of the Processing"	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p>For the purposes of discharging the relevant services identified under Statement of Requirement in order to comply with the Contract (for example, Schedule 6 (Governance, Management Information, Reports, Records and Audit) services).</p>
"Technical and organisational measures"	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p>Compliance with Clause 47 (Protection of Personal Data).</p>
"Instructions for disposal of Personal Data"	<p>The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of the Contract):</p> <p>Additional Services Change Notices: Until end of Contract All other data: 5 years.</p> <p>The Contractor is required to ensure that physical and electronic data is destroyed in accordance with the United Kingdom General Data Protection Legislation 2018, as updated from time to time.</p>
"Date from which Personal Data is to be processed"	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:</p> <p>N/A.</p>

